



Sandusky County Sanitary Engineers

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Frequently Asked Questions on AUTOMATIC BILL PAYMENT

How do I sign up for Automatic Bill Payment?

Complete and sign the application / authorization form. The form can be picked up or printed from our website. Return the form with a voided check to the Sanitary Engineers.

How will my bill be paid?

The Sanitary Engineers will inform your banking institution of the amount due as shown on your utility bill. The banking institution will automatically deduct that amount from your account typically on or close to the date that the bill is due.

When will the Automatic Bill Payment take effect?

Please continue to pay your utility bill until notification is noted on your bill. Your bill will show "ACH Automatic Payment" when it is in effect.

What if my account is with a Credit Union or Savings & Loan?

All financial institutions participate in Automatic Bill Payment.

How will I know how much my bill is?

The Sanitary Engineers will continue to send you a bill, and it will deduct the amount due from your account on or close to the bill due date.

What if I have a question about my bill or want to stop the Automatic Bill Payment?

If you have a question about the bill, simply give us a call at 419-332-9967 or send us an email. If you want to stop the Automatic Bill Payment, simply send us a letter indicating that you want the automatic bill payment stopped along with your billing account number, service address, banking account, effective date and phone number or you can fill out the Cancellation of Automatic Payment (which can be printed from our website).

How can I be sure my utility bill has been paid?

Your utility payment will be itemized on your bank's monthly account statement.

Is there a charge for this service?

No. The County will not charge an additional fee for automatic payments.

Can I sign up for Automatic Bill Payment at a later date?

Yes, simply call or stop by our office for an application. You can also print the form from our website.