

Your invoice in your inbox!



REQUEST TO RECEIVE URBANA UTILITY BILL BY EMAIL ONLY

The default method of bill delivery is mailing a paper bill to our customers, but the City of Urbana now has the ability to automatically email utility bills with the attached Newsletter each month instead of mailing out paper bills.

E-bills offers the following advantages:

- 1) Receive your bill no matter where you are located.
- 2) A convenient way to receive and save your bills.
- 3) Eliminates bill getting lost or damaged in the mail.
- 4) Receive your bills sooner.

The E-bill only delivery method is optional. To sign up for E-bills, complete the form below and return it to City Hall. The form is also available on the City's website at www.urbanaiowa.com.

Utility Account # _____ Phone _____

Name on Account _____

Property Address _____

Email _____

(PLEASE PRINT CLEARLY)

I understand that I am signing up to receive my monthly City of Urbana utility bill by email only. I also understand that paper bills will no longer be sent to me by postal mail.

I understand that it is my responsibility to pay my bill on time, even if I do not receive an emailed bill.

I am responsible to notify the City if an emailed bill is not received.

If my email address changes, I will contact the City of Urbana at 319-443-2400 as soon as possible to update my email address.

Signature _____ Date _____

LOOKING TO STREAMLINE YOUR BILLING PROCESS?

Below is an ACH form. The City has the ability to deduct your water bill from your bank account on the due date so you don't have to write a check each month.

FLIP THE FLYER OVER

On the reverse side is an e-billing form. Fill out, return to City Hall and receive your bill in your inbox.

**Both items are optional and
you can pick and choose to do both or just one of them.**

Sign up for ACH automatic payment of your utility bill.

Never worry about receiving late charges again.

Your payment will automatically be debited from your checking/savings account on the 20th of each month or next business day if a weekend or holiday.

I authorize the City of Urbana to initiate entries to my (our) account below:

Checking/Savings Account Number _____

Financial Institution's Name _____

Financial Institution's Routing Number _____

Financial Institution's Address _____

This authority is to remain in full force and effect until the City of Urbana has received written notification from me of its termination in such time and manner as to afford the City of Urbana a reasonable opportunity to act on it.

Signature _____

*****Please attach voided check*****

Full Name _____

Address _____

Telephone No. _____ Date _____

Please return this form to:

City Hall
102 Capitol Avenue
Urbana, Iowa 52345