

Pataskala Utilities Department

Automatic Bill Payment

Did you know that the City of Pataskala offers an automatic bill payment option? This option can be set up through the billing department. Once set up, your water and sewer bill will be automatically deducted from either your checking or your savings account, whichever you prefer. This is a service that is provided at no additional cost to our customers.



When using the Automatic Bill Payment option, the funds must be available in your designated account by the 10th of each month. If funds are not available, a \$35 processing fee will be added to your water and sewer bill.

Signing up is a simple process. Just visit the Utility Department or simply go to <http://www.cityofpataskalaohio.gov/wp-content/uploads/2016/04/Automatic-Clearing-House-Payment-Form.pdf> download the form, fill out all of the blanks, attach a voided check or fill in proper banking information and either email the form to our billing manager stallman@ci.pataskala.oh.us, drop it off in person or mail it to 430 South Main St, Pataskala, OH 43062.



Once you are signed up, the first month will be a “pre-note” to test that the information is correct in our billing system. The following month, the payments will begin to be deducted from your account. Please continue to pay your water and sewer bill traditionally until your bill displays the message “Please do not pay, the bank will deduct.” After you receive the bill with this message, you will continue to receive a billing statement every month so that you can continue to see the amount billed in order to monitor your monthly usage.

We would be happy to answer any questions at: Utilities Department, 621 W Broad St, 740-964-6275

Chris Sharrock
Utility Director
csharrock@ci.pataskala.oh.us

