AUTO PAY / DIRECT PAYMENT Authorization Agreement

City Services Account # _____

Name as it appears on bank account **(Please Print)** Financial Institution

Water Service Location

Checking / Savings Bank Routing Number Bank Account Number

I hereby authorize the City of Titusville to initiate withdrawals from the Financial Institution I have specified for payment of my City Service bills. I authorize the Financial Institution to charge such withdrawals to my account. I understand that a fee will be charged to my account for each request returned for Insufficient Funds. If two requests are returned for insufficient funds, I may be excluded from the plan. I understand that both the Financial Institution and the City of Titusville reserve the right to terminate my participation. I also understand that to stop a withdrawal, I must notify the City Services Office at least 1 week prior to the Due Date of my bill or my account will be debited as agreed.

Signature_____ **Date Authorized** _____

eBILL STATEMENT Authorization Agreement

City Services Account # _____

Primary email address **(Please Print)**

Secondary email address

I hereby authorize the City of Titusville to electronically send my City Service bills to the email address(es) listed above. I understand that the City cannot be held responsible if I do not receive my eBill. I also understand that it is my responsibility to ensure my City Services bill is paid each month even in the event a notification e-mail is not successfully delivered to me (e.g. spam blockers).

Signature_____ **Date Authorized** _____

City Service Customer Corner

City of Titusville

City Services Department

Home Winterization Tips

It's that time of year again. Rain, cold, ice and snow have already reared their frigid faces in Titusville. How can you protect your home plumbing system from the icy fingers of winter weather?

Indoor Plumbing

Insulate pipes
In unheated areas such as a crawl spaces, attics, garages or basements

Increase ventilation
Open cupboard doors in kitchen and bathrooms. This allows pipes in these areas to get more heat from inside your home.

Open faucets slightly
Let a small amount of water run when temperatures dip below freezing. Faucets farthest from the street should be left running. (Use cold water to avoid gas or electric heating charges.)

Outdoor Plumbing

Caulk
Around pipes where they enter the home.

Close
Foundation vents and flu vent openings with wood or Styrofoam blocks.

Wrap
Outside faucets or hose bibs with insulation. Use newspaper or rags (covered with plastic wrap), fiberglass or molded foam-insulating covers.

Disconnect and drain garden hoses.

What to do if pipes freeze?

Thaw plumbing lines safely with a hair dryer or heat lamp. *Do not use an open flame and do not leave the pipe unattended.* Once the pipe has thawed, make sure to leave a little water running so the pipe doesn't freeze again. When plumbing lines freeze, there may be water available at one faucet but not another.

www.cityoftitusvillepa.gov