

ACH Debit Authorization Agreement

This form is used when you want to request to debit an account at another banking institution.

COMPANY NAME: City of Holland

ACCOUNT DEBIT INFORMATION

I (we) hereby authorize City of Holland (insert company name), herein after called Company to initiate debit entries from my (our) Checking Account / Savings Account (*check one*) indicated below at the depository financial institution named below, hereinafter called Depository, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions from my (our) account must comply with the provisions of U.S. law.

Depository Institution Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Bank Phone #: _____ Name(s) on Account: _____

Bank Routing Number: _____ Bank Account Number: _____

This authorization is to remain in full force and in effect until Company receives written notification from me (or either of us) of its termination in such a manner as to afford Company and my (our) Depository a reasonable opportunity to act on it.

Name: _____ Name: _____

Signature _____ Date _____ Signature _____ Date _____

Email: _____

City of Holland Utility Customers

Things you need to know about automatic debit for water bill payments:

1. The full amount of your water bill will be debited the day prior to the due date, i.e. due date the 10th day of the month the debit entry will be made on the 9th day of the month dated to post on the 10th.
2. A return for insufficient funds on an ACH debit is the same as a returned check and the return check fee of \$25.00 will be added.
3. A return will result in cancellation of ACH debit and payment will have to be made by the customer each month.
4. Paper bills will not be mailed to ACH debit users. Please review the debited account for bill amount.
5. 30 days written notice must be received for cancellation of ACH debit on a customer account.