

City of Eagle Lake - Utility Bill ACH Debit Authorization Form

By signing this form, I authorize the City of Eagle Lake (hereafter "the City") to initiate electronic credit/debit entries to the checking or savings account indicated below at the financial institution identified below. I understand that payments and reimbursements **may** be made by the City, to me or the vendor I represent and **only to the bank account indicated**. In the event of overpayment to this bank account, I authorize the City to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying the City of Eagle Lake in writing at least fifteen (15) days prior to termination. **Any change** to the bank account or to a new financial institution will require a **new CITY OF EAGLE LAKE AUTHORIZATION AGREEMENT AND ENROLLMENT FORM**. **Failure to notify the City of an account change will delay payment and will incur a \$5 fee**. A temporary hold may be placed on my account by Community Bank 1 to 2 days prior to the settlement date for the amount of the debiting transaction only. Credit entries to my account from Community Bank will not result in a temporary hold.

I wish to: **Enroll** **Withdraw** **Change Bank Information**

CUSTOMER NAME(S) *as they appear on your bank account*

MAILING ADDRESS, CITY, STATE AND ZIP CODE

PHONE NUMBER

PROPERTY ADDRESS

The ACH Debit Transaction will take place on the **20th day** of the month in which the utility bill is due. If the 20th should fall on a weekend or holiday, the ACH Debit Transaction will take place on the next business day.

BANK/DEPOSITORY NAME

BRANCH ADDRESS

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CITY

STATE

ZIP

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BANK ROUTING NUMBER

ACCOUNT NUMBER

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SIGNATURE _____ **DATE** _____

Authorization form must be received by the 15th of the month for ACH payments beginning the following month.

Please Attach Voided Check

A VOIDED CHECK MUST BE ATTACHED
TO ENROLL OR CHANGE BANK ACCOUNTS

* * * Deposit Slips are not allowed * * *

OFFICE USE ONLY

Received Authorization _____ UB Set Up _____ Pre-note Completed _____

***** PLEASE COMPLETE ALL STEPS *****

1. Completely fill out the attached form.
2. Attach a voided, unsigned check to the form.
3. Return the original form and the voided check to the City of Eagle Lake.
4. Retain a copy of this form for your files.

The City of Eagle Lake must receive the Authorization Form by the 15th of the month for ACH payments beginning the following month.

UTILITY BILL ACH DEBIT AUTHORIZATION TERMS AND CONDITIONS

- The City of Eagle Lake will directly charge the bank account you specify for the amount due on your utility bill. You will continue to receive a City of Eagle Lake utility bill
- On the **20th of the month** in which your utility payment is due, the City of Eagle Lake will initiate an ACH funds transfer from your specified account and credit the payment to the specified utility account.
- You must continue to pay your utility bill until you receive one with a message displayed stating "BANK DRAFT – DO NOT PAY". This message will show up after your enrollment has been successful.
- Moving to a new location will affect your ACH Debit Authorization. If you move, your final utility bill **CANNOT** be paid through the ACH process. A new form will need to be completed for your new address.
- Termination of the agreement shall not be effective until the City of Eagle Lake has received an ACH Authorization form, marked "Withdraw". The form must be received in such time and in such manner as to give the City of Eagle Lake a reasonable opportunity to act upon it.
- The City of Eagle Lake will assess a dishonored payment fee not to exceed \$30 on any payment returned by the financial institution and the amount of the payment will be reversed from your utility account. In the event that the City of Eagle Lake receives two (2) rejected ACH transactions from your financial institution within a six (6) month period, the ACH Debit Authorization will be cancelled and all future utility bills must be paid in cash, cashier's check or money order.