

ACH AUTHORIZATION FORM

City of Monett

217 Fifth Street
Monett, MO 65708

(Direct Debit Program)

Questions?

Please call:
(417) 235-3544

I. Your Personal Information

Name: _____
Address: _____
Phone Number: _____
Email: _____

(If you choose not to enroll in the ACH Direct Debit Program, Please do not complete and return this form)

II. PAYMENT DATE

Debit payment the fifth day of the month

III. YOUR FINANCIAL INSTITUTION INFORMATION

Bank Name:	Bank Phone Number:	
City:	State:	Zip:

IV PLEASE WITHDRAW FUND FROM:

- My Checking Account/Share Draft
 My Savings Account/Share Savings

Bank Routing Number

Your Account Number

IV. PLEASE ATTACH YOUR VOIDED CHECK BELOW THIS LINE

Jane A Doe 123 Name Street Anywhere, USA 12345	Date:	00001
Pay to the order of	\$	
Noname Bank USA		
For		
-012345678-: 00001 * 0246810 * 3401		

Example Routing and Account Numbers:
Routing Number = 012345678
Account Number = 0246810

ACKNOWLEDGEMENT AND AGREEMENT

You authorize the City of Monett and its successors and assigns to initiate debt entries as indicated above. You further authorize your financial institution noted above to debit your account. You agree to pay a returned check charge of \$20 (as permitted by state law) for each returned item. If a debit is not made, you will promptly remit the total monthly payment plus any fees due. You are aware that the amount of the monthly payment will change from month to month and that the amount of the monthly debit will change accordingly. Upon receipt of your monthly statement you will know how much will be debited from your account. **You agree to continue to pay your**

bill until your monthly statement indicates "BANK DRAFT ACTIVE".

This ACH Direct Debit Program Authorization may be cancelled by either party with 30 days' advance notice. However, if more than 2 debit entries are returned unpaid with a 12-month period, the City of Monett reserved the right to terminate the ACH Direct Debit Program immediately without prior notice.

Signature:	Date:
Additional Signature (if account requires a second signature):	Date:

Please send signed and completed form to:

City of Monett, Accounts Receivable, 217 – 5th St., Monett, MO 65708

MAKE PAYING YOUR UTILITY BILL EASY!

Our ACH program allows you to have your monthly utility payments directly debited from your checking or savings account. With ACH:

- Your payment is made on time every month, effortlessly and conveniently
- You will save time and postage - there's no need to write and mail a check
- Your payment is debited on the 5th of each month (see enrollment form for more information)

Enrollment is simple. Here's how to sign up:

1. Complete the form on the reverse side.
2. Attach a check marked "void" from the account you want us to debit your payments.
3. Mail completed form to the address below. You can also fax it to 417-235-4606, remember to also fax a copy of your voided check.

QUESTIONS?

If you have any questions or would like more information, please contact us at 417-235-3544.

**City of Monett
217 - 5th Street
Monett, MO 65708**

417-235-3544 phone
417-235-4606 fax