

**ACH AGREEMENT FOR AUTOMATIC DEBIT**

I hereby authorize **Lake Delton Utility Department**, hereinafter called **COMPANY**, to initiate debit entries to the account indicated below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of the U.S. law.

**FINANCIAL INSTITUTION NAME:** \_\_\_\_\_

**ROUTING #:** \_\_\_\_\_ **ACCOUNT #:** \_\_\_\_\_

**(CHECK ONE):** ☐ **CHECKING** ☐ **SAVINGS**

**NAME ON THE ACCOUNT:** \_\_\_\_\_

**TYPE OF ACCOUNT (CHECK ONE):** ☐ **PERSONAL** ☐ **BUSINESS**

The amount of my monthly utility payment will be described in the monthly statement. The withdrawal from my bank account will occur on the eighteenth (18th) day of each month. I further understand, if the eighteenth (18th) day of the month falls on a Saturday or Sunday, the payment will be charged to my account on the following Monday. The **COMPANY** shall not be held liable for any charges or fees incurred by the utilities customer's financial institution.

**Please provide a voided check or a letter from the bank if debiting from a checking account or a letter from the bank if debiting from a savings account stating routing and account number.**

The billing cycle will go through as a "UTIL. BILL" for the full amount of the utility bill. When it goes through as a "UTIL. BILL" you will receive your utility bill with "**Direct Payment-Do Not Pay**" typed on the bill.

In the event an ACH payment is returned to the **COMPANY** for any reason, a fee up to (\$25.00) may be charged separately from your utility bill. All late fees will be applied to the utility account for non-payment by the due date as described on the monthly statement.

If said ACH payment results in a returned transaction to the **COMPANY**, I may lose privileges of the ACH payment service offered by the **COMPANY**. This authorization is to remain in effect until the **COMPANY** has received written notification from me of its terminations in such time and in such manner (at least 30 days) as to allow **COMPANY** and Financial Institution a reasonable opportunity to act on it.

**I have read the above and agree with the terms listed. I have attached a voided check or letter from the bank. If you have multiple utility accounts that you wish to have paid for from a single bank account, please complete one ACH agreement and use a separate sheet listing all account numbers for each service address and submit with voided check or letter from bank.**

**Forms will not be processed without a voided check or letter from the bank verifying routing and account number.**

**Name(s):** \_\_\_\_\_ **Title if Business Check:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone: (\_\_\_\_) \_\_\_\_\_**

**City, State, Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Billing Statements can be emailed if you are signed up for ACH.**

Please check the box if you would like utility statements by email. ☐

**EMAIL Address:** \_\_\_\_\_