

**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: \_\_\_\_\_