



**Authorization Agreement for Automatic Debits (ACH)**

**Bank Draft Payment (ACH) Enrollment**

Complete the detachable ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office with a VOIDED check. Once activated, your bill statement will display the message "Bank Draft- Pd. By Draft". The actual withdrawal from your bank will occur approximately the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on a Holiday or a weekend, then the withdrawal will occur on the next business day.

**Withdrawal**

You may withdraw from the ACH payment option by completing the detachable stub below. Withdrawal from the ACH payment option will occur after the current utility bill has been processed by your financial institution.

**Change of Banking Accounts**

You may change bank accounts by completing the detachable stub below and submitting a VOIDED check from the new bank account. The change will occur after the current utility bill has been processed by your financial institution.

**Non Sufficient Funds**

ACH payments returned for insufficient funds will be subject to charges similar to those of a returned check. If your account cannot be deducted due to insufficient funds twice within a 12 month period, your account will automatically be inactivated from the ACH payment option and the account holder may not re-enroll for one year.

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**Automatic Debit (ACH) Authorization Form (please print)**

DETACH AND RETURN COMPLETED FORM TO:  ENROLL  WITHDRAW  CHANGE BANK ACCOUNT

Name on account \_\_\_\_\_ Checking  Savings

Service Address \_\_\_\_\_ Name of Bank \_\_\_\_\_

Phone # \_\_\_\_\_ Bank Account # \_\_\_\_\_

Utility Account # \_\_\_\_\_ ABA / Routing # \_\_\_\_\_

I authorize the City of Leon Valley to initiate debit entries for payment of utility bills each month and if necessary, to initiate credit entries and adjustments for any debit entries to my bank account at the financial institution named above. The authority is to remain in force and effect until the City of Leon Valley has received written notification from me of its termination in such time and manner as to afford the City of Leon Valley and the financial institution a reasonable opportunity to act upon it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FORM MUST BE SIGNED AND A VOIDED CHECK MUST BE ATTACHED TO ENROLL OR CHANGE BANK ACCOUNTS**