

ACH DEBIT AUTHORIZATION

CITY OF FLANDREAU
1005 W ELM AVE
FLANDREAU, SD 57028-1404

I, _____, authorize the **CITY OF FLANDREAU** to initiate electronic debit entries for the purpose of **UTILITY BILLING PAYMENT** and if necessary, electronic credit entries to correct any erroneous debit entries. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and the NACHA (ACH) Operating Rules

Type of Bank Account:

- *Business Checking Account *Business Savings Account
* (Check this box if the checking or savings account is setup at your bank as a business or commercial account)
- Personal Checking Account Personal Savings Account

Banking Information:

Financial Institution Name: _____
Financial Institution City, State, and Zip: _____
Financial Institution Routing Number: _____
Account Number at Financial Institution: _____

Amount of debit(s): BASED ON CUSTOMERS MONTHLY UTILITY USAGE

Frequency of debit(s): MONTHLY ON THE 15TH OR THE FOLLOWING BUSINESS DAY

Authorization:

NAME (PLEASE PRINT): _____

SIGNATURE: _____

UTILITY BILLING ACCOUNT NUMBER: _____

PHONE NUMBER: _____ DATE: _____

OFFICE USE

APPROVED BY: _____ DATE: _____

ACH START DATE: _____

How to Revoke your Authorization:

This authority will remain in effect until cancelled in writing on this form with the **CITY OF FLANDREAU** stating that I wish to revoke this authorization. I understand that the **CITY OF FLANDREAU** requires at least **THREE WEEKS** prior notice in order to cancel this authorization.

I, _____, am revoking my ACH debit with the **CITY OF FLANDREAU** for the purpose of **UTILITY BILLING**.

On, _____ my **FINAL** ACH transaction will be completed with the **CITY OF FLANDREAU**.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and the NACHA (ACH) Operating Rules

Authorization Revoked on: _____ **Signature:** _____

OFFICE USE

APPROVED BY: _____ DATE: _____

LAST ACH DATE: _____

Retain authorization for 2 years after the revocation of the authorization