ACH AUTOMATIC UTILITY BILL PAYMENT APPLICATION

Channahon's ACH Automatic Utility Bill Payment program makes utility bills easy and convenient. This program allows utility customers' payments to be made automatically by electronic transfer directly to the Village of Channahon. Payments are deducted from a designated checking account ***on or around the 28th of every month***.

To take advantage of this convenient service, please complete the authorization form below and return it to the Village's Finance Department, **along with a voided check from the checking account from which the payments will be deducted.**

For more information or for questions, please contact the Finance Department at (815) 467-6644 or email billing@channahon.org.

Water/Sewer Account #: _____ Phone Number: _____

Name on Account: _____

Service Address: _____

Email Address: _____

Name of Authorizing Party: _____ Banking Institution: _____

Bank Routing Number: _____ Bank Account Number: _____

☐ Check this box if ***CANCELING AUTOPAY.*** Fill out Account Number and Name on Account, with Authorizing Signature and Date below.

I hereby authorize the Village of Channahon to electronically transfer funds monthly from the Depository Financial Institution (DFI) identified above (banking institution) and authorize the DFI to charge these withdrawals to my listed account for the total amount due. Withdrawals shall be made on a basis corresponding to the normal billing dates. Adjusting entries to correct errors are also authorized. It is agreed that these withdrawals and adjustments may be made electronically under the rules of the National Automated Clearing House Association. The Village of Channahon reserves the right to terminate this payment arrangement with written notice.

I agree to maintain sufficient funds in my deposit account to cover these electronic transfers. In the event that electronic transfer is not possible because of insufficient funds in my account, I understand it will be my responsibility to make up the payment and I will be additionally charged a non-sufficient funds (NSF) fee and late payment fees.

I agree to continue to make utility bill payments until I have received a written confirmation from the Village of Channahon which will include the transfer start date. This authorization will remain in effect until written notice of termination is given to the Village of Channahon (a minimum of 20 days prior to a scheduled due date).

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY: Date Received: _____ Date Entered: _____ Initials: _____

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