



Village of ST. CHARLES

110 W. Spruce Street
St. Charles MI 48655
(989) 865-8287

ACH Payment Authorization Form

Please sign and complete this form to authorize the Village of St. Charles to make a quarterly ACH debit from your bank account. Once you have completed this form please attach a voided check of the account you wish us to debit from for verification and security purposes.

By signing this form you give the Village of St. Charles permission to debit your account the total amount due as indicated on your water bill. This is permission for quarterly transactions to be debited on the due date and does not provide authorization for any additional unrelated debits or credits to your account.

Written cancellation of this agreement must be submitted to our office within 15 business days prior to the next scheduled debit.

Please complete the information below:

I _____ authorize the Village of St. Charles to
(Customer Name)
Charge my bank account indicated below the total amount due as indicated on my Village of
St. Charles water bill on or after the due date quarterly.

Name _____

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Name on Account: _____

Bank Name: _____

Bank Routing # _____ Account # _____

Bank City/State: _____

This Bank Account is enabled for ACH Transactions

Yes

No

SIGNATURE _____ DATE _____

NAME (printed) _____

I certify that I am an authorized user of the bank account as stated above and that I have the authority to authorize this payment on the accounts behalf. I understand that because this is an electronic transaction, these funds may be withdrawn from the account as of the due date. In the case the transaction is returned for Non-Sufficient Funds (NSF) I agree to an additional \$20.00 charge, which will be added to your Village water bill account balance. I have certified that the above bank account is enabled for ACH transactions, and agree to reimburse the Village of St. Charles for all penalties and fees incurred as a result of my bank rejecting ACH debits or credits. Both parties agree to be bound by the NACHA Operating Rules as they pertain to this transaction. I acknowledge that the origination of ACH transactions to its account must comply with the provisions of US law. I agree not to dispute this transaction with my bank or the Village of St. Charles provided the transaction corresponds to the terms indicated in this authorization form.