

# AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION FORM

Village of Richfield  
4410 W. Streetsboro Road, Richfield, Ohio 44286

## Finance Department

Name: \_\_\_\_\_ Sewer Account # \_\_\_\_\_

Service Address \_\_\_\_\_

I \_\_\_\_\_ hereby authorize the Village of Richfield Finance Department to automatically deduct from my checking/savings account listed below, the net amount due on my current quarterly utility bill. Said amount shall be deducted on the due date of the bill every quarter.

I understand that this ACH agreement will remain in full force and effect until the Village of Richfield Finance Department has received written notification from me of its termination in such time and manner as to afford the Village of Richfield Finance Department and its Depository Bank a reasonable opportunity to act on it.

I understand that the Village of Richfield may terminate this ACH service if for any reason my ACH withdrawal is returned unpaid, and there will be a \$25.00 charge to my account to absorb the additional expenses incurred by the Village of Richfield Finance Department.

I have read the statement above and fully understand that I authorize the Village of Richfield Finance Department to debit my checking/savings account as necessary to fulfill the terms of the ACH agreement.

\_\_\_\_\_  
(Signature)

Please deduct my utility payment due quarterly from (check one):

Bank Routing No. \_\_\_\_\_

Checking Account No. \_\_\_\_\_

Savings Account No. \_\_\_\_\_

**(Attach an unused VOIDED CHECK for use of your checking account or savings deposit ticket for use of your savings account here)**

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Address of Financial Institution)

\_\_\_\_\_  
(Your Mailing Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone Number of Financial Institution)

\_\_\_\_\_  
(Your Phone Number)