



# Automatic Clearing House (ACH) Authorization Agreement

I hereby authorize and request the Village of Elkhart Lake (Village) to receive payments of amounts owed by me for Village water and sewer charges by initiating quarterly, on the 1<sup>st</sup> business day of February, May, August, and November, debit entries to my account at the Banking Institution (Bank) indicated below. I hereby authorize and request Bank to accept debit entries initiated by the Village and to debit the same to my account without liability for the correctness of entries.

## Account Information

Water/Sewer Account Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

## Service Address

Street Address: \_\_\_\_\_

**Elkhart Lake, WI 53020**

Home phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Cell phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

It is understood and agreed that I may withdraw from participation at any time by notifying the Village in written form at least twenty five (25) business days before the debit date, notification shall be effective upon receipt.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby agree to authorize the Village to send billing reminder to my email account. I will inform the Village of any changes to my email address and will not hold them responsible if I do not do so.

Email Address: \_\_\_\_\_

## Please circle the type of account you are using:

Personal  
Checking

Commercial  
Checking

Personal  
Savings

Commercial  
Savings

Banking Institution: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

**Please attach an original check on which you've written "VOID" or a copy of a paid check from the financial account you want debited. Return to the Village Hall.**

**Clerk's Office Use**

**Entered Prenote \_\_\_\_\_ Initials \_\_\_\_\_ Date**

**Removed Prenote \_\_\_\_\_ Initials \_\_\_\_\_ Date**

**Entered Email Address \_\_\_\_\_ Initials \_\_\_\_\_ Date**

**The Email contact list is in the general clerk's contacts, titled Water Bill ACH.**

**\*Revised 1/29/2015**