



# CITY OF WILLARD

## Bank Pay Authorization

Please **READ & INITIAL** the applicable statement.

\_\_\_\_\_ I, (we) hereby authorize the City of Willard to **BEGIN** automatic payment withdrawal on the **first business day before the 10th of each month** for my Willard utility account.

\_\_\_\_\_ I, (we) hereby authorize the City of Willard to **CHANGE** automatic payment withdrawal because I/we have changed bank accounts.

**BANK/FINANCIAL INSTITUTION NAME:** \_\_\_\_\_

**ROUTING #:** \_\_\_\_\_ **ACCT #:** \_\_\_\_\_

I, (we) hereby request that the City of Willard **CANCEL** the authorization that I have on file with regard to ACH (auto-pay) service on my Willard utility account.

**Please READ & INITIAL each of the following statements:**

INITIAL

\_\_\_\_\_ I request this cancellation take effect on this date: \_\_\_\_\_.

\_\_\_\_\_ I understand to re-activate ACH service with the City of Willard, I will have to fill out another authorization form and provide another voided check.

\_\_\_\_\_ I understand that I am responsible for payment of my utility account through other payment methods. *(In person, by mail, by phone, on-line at [www.cityofwillard.org](http://www.cityofwillard.org))*

**(A VOIDED check must be attached before request can be activated)**

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRINTED NAME(S) on bank account: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**\*\*\* FOR OFFICE USE ONLY \*\*\***

**Name(s) on Utility Account** \_\_\_\_\_

**Utility Account #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Received by:** \_\_\_\_\_

\_\_\_\_\_ Mailing address verified \_\_\_\_\_ Phone number verified Balance due \$ \_\_\_\_\_

\_\_\_\_\_ ACH/Bank Pay status in Incode: \_\_\_Entered \_\_\_Removed

\_\_\_\_\_ History Note: Begin/Change/Cancel \_\_\_\_\_ 1st Clerk verify \_\_\_\_\_ 2nd Clerk verify

Notes/Special Instructions (if needed): \_\_\_\_\_

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