

AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION

City of Munroe Falls
43 Munroe Falls Ave.
Munroe Falls, OH 44262

Water Billing Department

I (we) hereby authorize the City of Munroe Falls Water Billing Department, to automatically deduct the amount of the current utility billing account (number referenced below) from my bank account (listed below), on the fifteenth of the billing month, or the following Monday if the fifteenth falls on a Saturday or Sunday.

(Bills are due quarterly by the 15th of the months of January, April, July and October)

I (we) understand that the ACH agreement will remain in full force and effect until the City of Munroe Falls Water Billing Department has received written notification from me of its termination is such time and manner as to afford the City of Munroe Falls billing Department and First Merit Bank a reasonable opportunity to act on it.

FINAL WATER BILLS WILL NOT BE COLLECTED BY THIS ACH PROCESS

_____	___ Physical bank branch
Financial Institution	___ On line only banking
_____	_____
Routing Number	Account Number

Please include a copy of Voided Check

I have read the above statement and fully understand that I authorize the City of Munroe Falls Water Billing Department to debit my bank account as necessary to fulfill the terms of the water agreement and this ACH agreement.

_____	_____
Name on water account (please print)	
_____	_____
Service Address	Mailing Address (if different)
_____	_____
Water Account Number	Phone Number

_____	_____
<u>EMAIL ADDRESS</u>	PAPER BILLS
	EMAIL BILLS

Signature

Automated Clearing House (ACH) payments
Don't write another utility check and never pay another late fee!
No postage • No Check Writing • No Hassles

Q. What is Automated Clearing House (ACH)?

A. ACH is a safe, convenient, and confidential method of automatic bill payment.

Q. How do I sign up?

A. Complete all sections of the form on the back, sign it, enclose a voided check and submit to Munroe Falls Water Department.

Q. How will my bill be paid?

A. On the due date shown on your water bill, the water department will inform your banking institution of the amount due. The bank will automatically pay that amount from your account.

Q. When will this take effect?

A. Please continue to pay your water bill directly to the Munroe Falls Water Department until notification is made on your bill, which will be 2-3 months.

Q. What if my account is with a Credit Union or Savings & Loan?

A. All financial institutions participate.

Q. How will I know how much my bill is?

A. The Water Department will send you a copy of the bill at least 10 days prior it is due and indicate when the amount will be paid.

Q. What if I have a question about my bill or want to stop the Automated Clearing House (ACH) process?

A. Simply call or write to the Water Department. The contact information can be found on your bill.

Q. How can I be sure my bill has been paid?

A. The bills you authorize for Automated Clearing House (ACH) will be clearly itemized on your bank's monthly account statement.

Q. Is there a charge for this service?

A. No.

Q. How do I discontinue my Automated Clearing House (ACH) arrangements with the Water Department?

A. You must send a written request to the Munroe Falls Water department if you no longer want to pay with Automated Clearing House (ACH)

Please feel free to contact the water department @ (330) 688-7491 if further information is needed, or email water@munroefalls.com