

AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION  
FOR AUTOMATIC PAYMENT

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

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.

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 Home Savings Bank a reasonable opportunity to act on it.

Financial Institution	___ Physical bank branch ___ 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 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

\_\_\_\_\_  
EMAIL ADDRESS

IF YOU WOULD LIKE TO HAVE YOUR STATEMENT EMAILED TO YOU, SIGN UP FOR EMAILED BILLS AND/OR PAYMENT REMINDERS AT [WWW.MUNROEFALLS.COM](http://WWW.MUNROEFALLS.COM) (CLICK ON "GO PAPERLESS" LINK ON WATER DEPARTMENT PAGE)

\_\_\_\_\_  
Signature

Automated Clearing House (ACH) payments  
Don't write another water 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. The next regular billing cycle

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 to the due date. The statement will 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. Contact the Water Dept as soon as possible

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) with your bank account number a minimum of two weeks prior to the next due date of the bill.

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