

START MONTH: _____

END MONTH: _____



**TOWN OF RUSSELL
WATER & SEWER**

ACH Authorization Form

Customer Information:

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Water Account Numbers of Water Bills to be paid by this automatic draft:

All accounts listed below will be drafted from the bank account listed on this page.

(If you have multiple water accounts and want to pay each water bill from a different bank account, please fill out a separate form for each bank account to be drafted.)

Bank Account Information:

Bank Name: _____

9-Digit Routing Number: _____

Account Number: _____

Account Type: Checking _____ Savings _____

**** Authorization ****

Please read carefully and sign below to show you understand the following:

- I authorize Russell Water to initiate automatic monthly ACH withdrawals from my bank account listed above for ongoing payments of my monthly water bill(s) for accounts listed above beginning in the Start Month noted at the top of this page.
- In the future, if I do not want my bill to be paid by this method, I must go to the Water office and sign this form again to cancel this authorization. Otherwise, my bill will keep being paid accordingly.
- It will not be necessary for Russell Water or any employee to sign these drafts, and its rights in respect to each draft shall be the same as if issued and signed personally by me. Russell Water is under no obligation to provide additional notice before drafting my water bill payment for each month that this authorization is in effect.
- In the event that my payment cannot be processed with the information I've given here, I agree to pay my bill plus a late fee in another manner before next month's bill is due.
- If I have given my bank permission to process payments that might cause my bank account to overdraft (aka Overdraft Protection), I understand that Russell Water does not have any way to keep an overdraft and related bank fees from happening, as that is between me and my bank. This form allows Russell Water to collect my water bill payment even if it causes an overdraft to my bank account.

By my signature below, I authorize my monthly water bill from Russell Water to be paid by my bank and agree to hold Russell Water harmless in its reliance on this authorization.

Signature: _____ Date: _____

Entered By: _____ Date Entered: _____

By my signature below, I revoke the ACH automatic draft authorized above. The last bill that should be paid by this draft is/was _____, I will pay future bills in another manner.

Customer Signature to Cancel: _____ Date Canceled: _____

Cancel Processed By: _____ Date Cancel Processed: _____