

# AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION FORM

City of Niles, Ohio  
34 West State St, Niles, Ohio 44446  
Utility Billing Department

Name: \_\_\_\_\_ Account # \_\_\_\_\_

Service Address: \_\_\_\_\_

I \_\_\_\_\_ hereby authorize the City of Niles, Ohio Utility Billing Department to automatically deduct from my checking/savings account listed below, the net amount due on my current monthly utility bill. Said amount shall be deducted on the due date.

I understand that this ACH agreement will remain in full force and in effect until the City of Niles, Ohio Utility Billing Department has received written notification from me of its termination in such time and manner as to afford the City of Niles, Ohio Utility Department and its Depository Bank a reasonable opportunity to act on it.

I understand that the City of Niles, Ohio may terminate this ACH service if for any reason my ACH withdrawal is returned unpaid and there will be a **\$35.00** charge to my account to absorb the additional expenses incurred by the City of Niles, Ohio Utility Billing Department.

I have read the statement above and fully understand that I authorize the City of Niles, Ohio Utility Billing Department to debit my checking/savings account as necessary to fulfill the terms of the ACH agreement.

\_\_\_\_\_  
(Signature)

Please deduct my utility payment due monthly from (check one):

Bank Routing No: \_\_\_\_\_

\_\_\_\_ Checking Account No. \_\_\_\_\_

\_\_\_\_ Savings Account No. \_\_\_\_\_

**Attach an unused VOIDED CHECK for use of your checking account or savings deposit ticket for use of your savings account here.**

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Address of Financial Institution)

\_\_\_\_\_  
(Your Mailing Address)

\_\_\_\_\_  
(City, State, Zip code)

\_\_\_\_\_  
(City, State, Zip code)

\_\_\_\_\_  
(Phone No. of Financial Institution)

\_\_\_\_\_  
(Your Phone Number)

\_\_\_\_\_  
(Your Email Address)

**MUST BE MAILED IN OR DROPPED OFF AT THE UTILITY BILLING DEPARTMENT**

