



# THE VILLAGE OF FAYETTE

102 W. Main Street, Fayette, OH 43521  
Phone 419-237-2116 Fax 419-237-2541

## DIRECT PAYMENT (ACH) AUTHORIZATION FORM

The Village of Fayette is pleased to offer you a new service – the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account.

The benefits of the Direct Payment Plan include:

- It saves time-fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner-even if you're on vacation or out of town.
- Your payment is always on time-it helps maintain good credit.
- It saves postage.
- It's easy to sign up and easy to cancel.
- No late charges.

Here's how the Direct Payment Plan works: You authorize regularly scheduled payments to be made from your checking or savings account. You must also attach (to this form) a photo copy of a check, a voided check, a pre-encoded deposit ticket, or a bank verification letter from your financial institution. Your payments will be automatically made on the billing due date. If the due date falls on a weekend or bank observed holiday your payment will be taken from your bank account on the business day following the weekend or holiday. Monthly invoices will continue to be sent.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. To take advantage of this service, complete the authorization form below and return it to the Village of Fayette offices.

Please complete the information below to authorize the Direct Payment Plan Service.

I authorize the Village of Fayette to initiate electronic debit entries to my:

checking account     savings account

for the payment of my water and sewer utility invoice.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US law. This authority will remain in effect until I have cancelled it in writing and have received written confirmation from the Village of Fayette of the termination.

NAME ON BANK ACCOUNT: \_\_\_\_\_

FINANCIAL INSTITUTION NAME (PLEASE PRINT): \_\_\_\_\_

ACCOUNT NUMBER AT FINANCIAL INSTITUTION: \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER: \_\_\_\_\_

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