



## Recurring Bank Draft Authorization

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated on your bill each billing period. A receipt for each payment will be provided to you and the charge will appear on your bank statement as an "ACH Debit".

I \_\_\_\_\_ authorize *McCormick Commissioners of Public Works* to charge my bank account (indicated below) for the amount of my bill on the 5<sup>th</sup> business day of each month. This payment is for Utilities.

### Billing Information

Billing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Bank Details

Checking       Savings

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

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing and I agree to notify *McCormick Commissioners of Public Works* in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that *McCormick Commissioners of Public Works* may at its discretion attempt to process the charge again within 30 days and agree to an additional \$35 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.

Account Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

CPW Account Number \_\_\_\_\_