

# ACH Direct Payment Enrollment Form

## Instructions:

Complete the Authorized Agreement for Direct Debit Payment below.

### CHECKING ACCOUNT:

Include a voided check (a deposit slip cannot be used) for the account.

### SAVINGS ACCOUNT:

Include a deposit slip for the account.

## Authorized Agreement for Direct Debit Payments

I hereby authorize and request the City of Shady Cove to debit my (our) checking or savings account at the banking institution listed below for payment of sewer and public safety fee charges. I hereby authorize and request the banking institution to accept debit entries initiated by and to debit the same to my account without liability for the correctness for the entries. I understand that my account will be debited each billing cycle between the 12<sup>th</sup> and the 16<sup>th</sup> of each month. I understand that a service charge of \$30.00 will be placed on my account for each returned transaction per account.

It is understood and agreed that I may withdraw from participation at any time by notifying the Sewer Billing Department in writing by the 10<sup>th</sup> day of the month after I am billed. If I withdraw after the 10<sup>th</sup> day of the month, my participation will not be terminated until the next billing cycle.

Shady Cove Account Number: \_\_\_\_\_

Customer Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Use my email address above to sign up for the City's electronic newsletter:      **YES**      **NO**

Please indicate type of account:                      **CHECKING**                      **SAVINGS**

Banking Institution Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return agreement with attachment to:

## **CITY OF SHADY COVE**

22451 Highway 62  
PO Box 1210  
Shady Cove, OR 97539  
Phone: 541.878.2225  
Fax: 541.878.2226  
[www.shadycove.org](http://www.shadycove.org)

