



CITY OF CLEVELAND
UTILITY BILLING
FAX: (706) 219-3220
EMAIL: utility@clevelandga.org

AUTHORIZATION FOR DIRECT PAYMENT VIA ACH

Direct Payment via ACH is the transfer of funds from an account for the purpose of making a payment.

- Begin Payment Change Information

I authorize the **City of Cleveland** to electronically debit my bank account for payment of my monthly utility bill and, if necessary, to electronically credit my account to correct erroneous debits as follows:

- Checking Account Savings Account
(select one) at the depository Financial Institution named below ("DEPOSITORY").

I agree that ACH transactions I authorize comply with all applicable law.

Depository (bank) name: _____

Routing number: _____ **Bank Account #:** _____

Name(s) on the account: _____

Utility account #: _____ **Name on utility account:** _____

Debit transaction frequency:

- Recurring Entries** (Entries that recur at substantially regular intervals, without further affirmative action by the Receiver)

Date of first debit: First draft to occur on 6th of _____ or first business day thereafter.

Authorized debit amount: **Balance due on the account.**

I understand that the City will continue to send me a monthly bill. I also understand that the City may impose a processing fee if there are insufficient bank funds on the day of the draft. I further understand that this authorization will remain in full force and effect until I notify the City of Cleveland in writing that I wish to revoke this authorization. I understand that the City of Cleveland requires a reasonable amount of time to act on my notification.

Name(s): _____
(Please Print)

Signature(s): _____

Date: _____

PLEASE ATTACH A VOIDED CHECK