

**Authorization Agreement For Automatic Draft Payments**  
**(ACH Debit)**

**CITY OF HESSTON**

Utility Account: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby authorize the **City of Hesston**, hereinafter called CITY, to initiate **debit entries** to my account as indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

**Banking Information**

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

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

Checking

Savings

Transmit/ABA No.: \_\_\_\_\_ Bank Account No.: \_\_\_\_\_

**Desired Date of Each Month to Debit Draft:**

2<sup>nd</sup>

11<sup>th</sup>

This authority is to remain in full force and effect until CITY has received written notification from me of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act upon it.

Name(s) on Account: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only*

*Input Date* \_\_\_\_\_ *Prenote Date* \_\_\_\_\_ *Draft Date* \_\_\_\_\_

**NOTE:** We perform a test run on this ACH before actual monies are taken out. Therefore, it can take up to two months before this goes into effect, depending on the timing of when we receive this authorization. You will know that your ACH will be drafted out of your account when you see "PD BY DRAFT" on your utility bill. If in doubt, feel free to call the City of Hesston @ (620) 327-4412 to verify.

(Please attach a voided check here)