

Village of Mendon

Name _____

PRIMARY ACCOUNT

I hereby authorize the Village of Mendon, herein after call COMPANY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my account as indicated below and the depository financial institution named below, hereinafter called DEPOSITORY, to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

DEPOSITORY NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____ TRANSIT/ABA No. _____

ACCOUNT No. _____ [] Checking [] Savings (Select One)

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

DATE _____ SIGNED _____

Automatic Electronic Payment Instruction Sheet

The Village of Mendon arranged for your monthly water and sewer charges to be directly debited from the financial institution of your choice. Please complete the attached form to begin receiving the benefits of automatic electronic payment.

Enter your name in the space provided.

Enter the name of the bank, credit union or savings bank that you have your account with in the space labeled DEPOSITORY NAME along with the city, state, and zip code of where it is located.

Enter the TRANSIT/ABA No. from the information found on the bottom of your check or savings slip. If you have any questions regarding where the Transit/ABA is located contact your financial institution for assistance.

Enter your account number. Make sure that you indicate whether it is a checking or a savings account. This is very important if the payment is to be made correctly.

Then sign and date the form in the spaces provided and forward it to the Village of Mendon.

If you have any questions in the completion of this form please contact the Village of Mendon.