

**Elkhart Water, Sewer, & Recycling Bill Payments are always due in  
City Hall on the 19<sup>th</sup> of every month**

**To help avoid Late Fees:**

You may have your monthly bill paid by automatic deduction from your checking or savings account by signing up on the form below. Each month, we will notify the bank to deduct your amount owed **on the 18<sup>th</sup> - 21<sup>st</sup>**. We will continue to mail you bills on the first of each month that note Do Not Pay = ACH payment so you will know in advance what amount will be deducted! **To ensure accuracy please include a voided check or voided savings deposit slip with your completed ACH form and mail to Elkhart City Hall, PO Box 77; Elkhart, IA 50073 or drop this in our Drop Box at 260 NW Main St. Phone = 367- 4735.**

***AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS  
(ACH DEBITS)***

Company **City of Elkhart**  
Name \_\_\_\_\_

Company **42-0920425**  
ID Number \_\_\_\_\_

I (we) hereby authorize **City of Elkhart** hereinafter called COMPANY, to initiate debit entries to my (our)  **Checking Account** /  Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the U.S. law.

**Depository**

Name \_\_\_\_\_ Branch \_\_\_\_\_

**Depository**

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

Routing Account  
Number \_\_\_\_\_ Number \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such matter as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name \_\_\_\_\_ Water Acct. # \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**