



PRE-AUTHORIZED DEBITS | ACH

We are pleased to offer a new way to pay bills – **pre-authorized debits**. Now you can have your bills paid automatically each month.

On the 25th of each month the amount due on your account will be withdrawn automatically by the financial institution.

- Partial payments are **not** acceptable with ACH withdrawals, the full amount on your account is withdrawn.
- All Residents can sign up.

How does ACH work?

- The ACH file will be pulled on the 25th of each month, any account signed up with ACH, that has a balance on their account, will have the balance withdrawn.

The authorization form below gives us and your financial institution authority to pay your bill from your account. To take advantage of pre-authorized debits, simply complete the form as follows:

- Fill in your name, financial institution name and location, and date.
- Check whether your payment will be withdrawn from your checking **or** savings account.
- Attach a voided check for verification of all the financial institution information. If you are unable to attach a voided check, please provide your account number.
- Sign the form.

I authorize you and the financial institution listed below to initiate electronic debit entries and, if necessary, credit entries and adjustments for any debit entries in error to my account on the day of the month specified. This authorization is to remain in force until I terminate it in writing.

Name		Service Address	
City	State	Customer Email Address	Phone Number
Horace	ND		

FINANCIAL INSTITUTION INFORMATION

Name		Branch	
City		State	

ACCOUNT INFORMATION

Account Type					Day of the Month (e.g., 15 th)				
<input type="checkbox"/> Checking <input type="checkbox"/> Savings									
Bank Routing Number – This is a 9-digit number usually found in the bottom left corner of your check.									
Bank Account Number – The exact location and number of digits varies from bank to bank, but is usually found in the bottom middle of your check.									

Date:

Signature

Please complete and return to Mataya Heisler at City Hall 215 Park Dr E. Horace, ND 58047 701-492-2972