



# Village of Hammond

455 Davis Street • Upper Level • P.O. Box 337 • Hammond, WI • 54015

Phone: 715-796-2727 • Fax: 715-796-2791

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## AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION

### Utility Billing Department

I (we) hereby authorize the Village of Hammond Utility Billing Department, to automatically deduct the amount of my (our) current water payment from my checking/savings account listed below, on the tenth of each month, or on the following Monday if the tenth falls on a Saturday or Sunday. (Bills are due monthly)

I (we) understand that the ACH agreement will remain in effect until the Village of Hammond Utility Billing Department has received written notification from me of its termination in such time and manner as to afford the Village of Hammond Billing Department and Associated Bank a reasonable opportunity to act on it.

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Branch

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

\_\_\_\_\_  
Checking/Savings Account No.

Checking Account \_\_\_\_\_

Savings Account \_\_\_\_\_

### **Attach a copy of Voided Check or Savings Deposit Ticket**

I have read the above statement and fully understand that I authorize the Village of Hammond Utility Billing Department to debit and/or credit my checking/savings account as necessary to fulfill the terms of the ACH agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Customer Account Number

\_\_\_\_\_  
Customer Account Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number



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Automated Clearing House (ACH) payments  
Don't write another utility check and never pay another late fee!  
No postage • No Check Writing • No Hassles

**Q. What is Automated Clearing House (ACH)?**

A. *ACH is a safe, convenient, and confidential method of automatic bill payment.*

**Q. How do I sign up?**

A. *Complete all sections of the form on the back, sign it, enclose a voided check and submit to Village of Hammond Clerk's Office.*

**Q. How will my bill be paid?**

A. *On the 10<sup>th</sup> of each month, the utility department will inform your banking institution of the amount due. The bank will automatically pay that amount from your account.*

**Q. When will this take effect?**

A. *Please continue to pay your utility bill directly to the Village of Hammond Clerk's Office until your application is approved.*

**Q. What if my account is with a Credit Union or Savings & Loan?**

A. *All financial institutions participate.*

**Q. How will I know how much my bill is?**

A. *The Utility Department will send you a copy of the bill at least 10 days prior it is due and indicate when the amount will be paid.*

**Q. What if I have a question about my bill or want to stop the Automated Clearing House (ACH) process?**

A. *Simply call or write to the Clerk's Office. The contact information can be found on your bill.*

**Q. How can I be sure my bill has been paid?**

A. *The bills you authorize for Automated Clearing House (ACH) will be clearly itemized on your bank's monthly account statement.*

**Q. Is there a charge for this service?**

A. *No.*

**Q. How do I discontinue my Automated Clearing House (ACH) arrangements with the Clerk's Office?**

A. *You must send a written request to the Village of Hammond Clerk's Office if you no longer want to pay with Automated Clearing House (ACH).*

*\*Please feel free to contact Angie Blodgett at the Clerk's Office @ (715) 796-2727 if further information is needed.\**