

Village of Louisville

Authorization for Direct Payment (ACH)

The Village of Louisville has implemented a program whereby a customer may choose to have their monthly utility bill automatically debited from their bank account. The guidelines for the program are as follows:

- Bills are sent out by the 5th of each month.
- Any disputes or questions regarding the bill shall be addressed to the Village of Louisville **as soon as possible**. Any changes will require completion of a new authorization form.
- On the 15th of each month, or the next available working day, and if there is no change in billing status or amount, your bank account will be debited for the amount shown on your bill.
- Any account that does not have the required funds available will be charged a \$20.00 NSF fee, plus any additional bank fees incurred by the Village of Louisville. If NSF should occur, account holder must pay **cash only** prior to disconnect day and will no longer be eligible for the ACH program.
- Any "final" bill will not be eligible for automatic withdrawal. It will be **physically mailed** to the account holder.

To sign up for the automatic debit program, complete the attached form and return to:

Village of Louisville
ATTN: Clerk / Collector
PO Box 306
177 S. Main St.
Louisville, IL 62858-0306

NOTE: Authorization for payment or cancellation may take up to one billing cycle

ELECTRONIC FUND TRANSFER PAYMENT-AUTHORIZATION FORM

This is my (our) authorization of my (our) bank, named below, to deduct from my (our) account as identified below and pay to the Village of Louisville the amount of my monthly utility service bill. This authorization will remain in effect until the Village of Louisville receives written notice of cancellation.

NAME(s): _____
as it appears on bank account

BANK NAME: _____ YOUR ADDRESS: _____

BANK ROUTING #: _____ CHECKING ACCT #: _____

SIGNATURE(s): _____ DATE: _____

PHONE #(s): _____ E-MAIL: _____

▶ **Please attach a copy of a voided check to this form for account verification purposes**

DO NOT WRITE BELOW THIS LINE ~~~~ FOR OFFICE USE ONLY

ACCOUNT #: _____ SERVICE ADDRESS: _____

DATE ACCEPTED: _____ BY: _____