

# ACH Authorization Form

## CREDIT/DEBIT AUTHORIZATION FORM

I (we) hereby authorize TOWN OF CARTHAGE (THE COMPANY) to initiate entries to my (our) checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY is notified by me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Address of Financial Institution - Branch, City, State, & Zip)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name - PLEASE PRINT)

\_\_\_\_\_  
(Address - PLEASE PRINT)

Set Amount: VARIES or Maximum Amount: AMOUNT OF MONTHLY BILL

Recurrence MONTHLY (weekly, monthly, etc.) Number of transfers: UNTIL REVOKED

Start Date: \_\_\_\_\_ (This is the initial date of the 1<sup>st</sup> ACH)

Day of month or week for recurring transfers: 10TH

Financial Institution Routing Number: \_\_\_\_\_

Checking/Savings Account Number: \_\_\_\_\_

Include a voided copy of a check drawn on the referenced account.