



Utility Department
700 B St. | PO Box 691
Ceredo, WV 25507-0691
(304) 453-4675
utilities@ceredowv.gov

ACH Automatic Bank Draft Authorization Agreement

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Accounts will be debited on the 15th of each month for Water/Sewer Customers and the 20th for Sewer only customers. If the date of debit falls on a weekend or holiday, the account will be debited the following business day.

I (we) hereby authorize the TOWN OF CEREDO to initiate debit entries of accounts current balances to my (our) Checking Account/Savings Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to 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 U.S. law and the TOWN OF CEREDO's Automatic Bank Draft Service Policy.

Depository Institution

Bank Name _____ Checking Savings

Routing No.

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Checking No.

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***Please include ALL leading zeros in your bank account number.**

Town of Ceredo Account Information

Utility Account Number

1	0						
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Account: 100123 ← **SAMPLE**
Location: 09-0001-07
Customer: CEREDO TOWN HALL
Service At: 700 B ST, CEREDO WV

Property Location Address: _____

Maximum ACH withdrawal amount: Full Balance \$150 \$300 \$500

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

Name on Bank Acct: _____ Date: _____

Signature: _____ Email: _____

Cell Phone: _____ Work: _____

Mailing Address: _____