

City of Stanford Waterworks  
Automated Clearing House (ACH) Authorization Form

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**DAYTIME TELEPHONE NO. :**(\_\_\_\_)\_\_\_\_\_

**CUSTOMER SERVICE ID NO:** \_\_\_\_\_

(If you have more than one account, include all service id numbers you wish to register for ACH)

**NAME ON BANK ACCOUNT:** \_\_\_\_\_

**NAME OF BANK, SAVINGS & LOAN OR CREDIT UNION:** \_\_\_\_\_

**BANK ROUTING NO:** \_\_\_\_\_

**CHECKING ACCOUNT NO:** \_\_\_\_\_

(Please give checking or savings account number and enclose a void check, previously canceled check or copy of a check from your checking or savings account.)

I (please print)\_\_\_\_\_ authorize the City of Stanford Waterworks to draw monthly bank drafts on my bank, savings and loan, credit union checking account for the payment of my monthly utility bill. This authorization is good until such time as I discontinue my participation in the City of Stanford Waterworks ACH program by notifying the Waterworks Office in writing. In emergency situations, I may also temporarily suspend my participation in the program. I understand that the City of Stanford Waterworks reserves the right to limit participation in the ACH program to customers whose accounts are in good standing.

If any deduction is not honored by your bank, all bills are in the same status as if no bill had been paid. The Utility office will proceed as if the ACH were not in effect. You may continue the ACH by paying the unpaid bill as explained in the notice given by the City of Stanford Water Office. If the program is continued and a second deduction is not honored the Water Office reserves the right to discontinue the ACH.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_