

# CITY OF MENAHGA

## AUTOMATIC FUNDS TRANSFER APPLICATION (ACH Debits) (AUTOMATIC WITHDRAWAL FROM CHECKING ACCOUNT)

The Automatic Funds Transfer program will provide you, the utility customer, with an easy payment option. Please complete (please print) and sign this application. **You will also need to include a "VOIDED" check.** For your convenience, you may either mail or drop off this completed and signed application with an enclosed voided check to: City of Menahga, PO Box C, Menahga, MN 56464. The City will not accept applications by faxes, e-mails or telephone calls for this program.

### CUSTOMER INFORMATION

Customer Name(s)	
Utility Account Number	
Street Address	
City, State, Zip	
Home Telephone Number	
Work Telephone Number	

### BANK INFORMATION

Bank Name	
Street Address	
City, State, Zip	
Telephone Number	
Bank Account Number	
Bank Routing Number (9 digit)	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other

### AUTHORIZATION

*I hereby authorize the City of Menahga Utilities Department to initiate ACH Debits (charges) to my bank account and my bank to accept and post such charges for payment of utility bills rendered to me by the City of Menahga Utilities Department. I understand that if I change my bank account or decide to withdraw from the program, I must submit a written request to the City of Menahga and allow a reasonable amount of time (approximately 30 days) for the City of Menahga Utilities Department and the bank to terminate service. I have the right to stop payment of charge entries before my account is charged and have any incorrect charges corrected by notifying the City of Menahga.*

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_