



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

ACH Automatic Bank Draft Authorization Agreement

Customer Information

Name(s) on the Account _____

Phone Number _____ Email _____

Type of Authorization Initiate Change Terminate

Your accounts will be automatically debited the total amount due on the 25th of each month that a Municipal Service Fee charge is due and the 10th of each month that a Refuse Service Fee charge is due. If the date of debit is on a weekend or Federal Reserve holiday, the account will be debited one business day prior to the schedule date of debit. If you are changing bank accounts, please do not close your previous bank account until electronic payments are received in your new account.

Depository Institution*

Bank Name _____ Checking Savings

Routing Number _____ Account Number _____

**A voided check must be attached to verify account numbers.*

Account Information - List additional accounts and property addresses on second page.

Property Address _____

Municipal Service Fee Account Number _____

Refuse Service Fee Account Number _____

I (we) hereby authorize the City of Huntington 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 City of Huntington's Automatic Bank Draft Service Policy. This authorization is to remain in full force and effect until the City of Huntington 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 City of Huntington and DEPOSITORY a reasonable opportunity to act on it.

Name on Bank Account _____

Mailing Address (if different than property address) _____

Print Name _____

Signature _____ Date _____

City of Huntington Account Information - *List additional accounts and property addresses*

Property Address

Municipal Service Fee Account Number

Refuse Service Fee Account Number
