



City of Gold Beach

29592 Ellensburg Avenue

Gold Beach, OR 97444

541-247-7029

AUTOMATED BANK PAYMENT AUTHORIZATION (ACH)

I hereby authorize the City of Gold Beach to initiate variable entries to my account identified below (attach a voided check) for payment of my city utility bill. In making this authorization, I agree to all terms and conditions listed. It may take up to one month for the automatic payments to be activated. I understand that if I have a "balance forward" it must be paid before my ACH can be activated.

Name (as it appears on utility bill)

Phone Number

Mailing Address

Account Number

Service Address

Financial Institution

Bank Account Number

Please make the payment on the: _____ 8th _____ 30th

TERMS AND CONDITIONS

I understand by signing this form I agree to abide by the following:

- 1. The date I have selected is not less than ten (10) days after the date I usually receive my utility bill. This gives me time to review my bill; and if I have a dispute I agree to contact my local office in an attempt to resolve it before canceling the automated bank transfer.
2. I am solely responsible for maintaining sufficient funds in my account to cover full payment at the selected time.
3. If funds in my account are not adequate to cover the amount of my utility bill, I understand the CGB has the right to terminate my participation in this program with no further notice to me and will impose a fee for Non-Sufficient Funds.
4. I understand this authorization remains in effect until cancelled by me.

Signature

Date

AUTOMATIC BANK PAYMENT (ACH)

The Automatic Bank Payment option authorizes the City of Gold Beach (CGB) to deduct your monthly utility bill payment automatically from your bank account. That means no check to write, no payment to mail, and no charge for the service!

IF YOU HAVE A "BALANCE FORWARD", IT MUST BE PAID BEFORE YOUR ACH CAN BE ACTIVATED. YOU HAVE TO START WITH A ZERO BALANCE.

WHAT IS ACH?

ACH stands for Automated Clearing House. It is a financial institution term for the process used to transfer money electronically from one financial institution or account to another. ACH is the term used for CGB's Automated Bank Payment Option.

HOW DOES IT WORK?

The Automatic Bank Payment option lets your bank do all the work. You still receive a utility bill from CGB with your Monthly charge. The total amount will be deducted from the checking or savings account of your choice.

There is no check to mail – the payment is made automatically. **AUTO PAY** will be printed on your bill and your bank statement will show the amount deducted each month.

HOW LONG DOES IT TAKE TO GET SET UP FOR THE AUTOMATED BANK PAYMENT OPTION?

The first automated payment usually takes one – three billing cycles before going into effect. That means you will have one – three bills to pay by check after you sign up for the automated payment option.

WHAT DOES IT COST ME?

There is no charge for this service. In fact, signing up for the Automated Bank Payment option means you will save money and time because you have no postage to pay and no checks to write.

HOW DO I SIGN UP?

It's simple!

1. Complete the authorization form located on the other side of this information sheet.
2. Attach a blank check or savings deposit form marked "**VOID**" and attach it to the authorization form. A voided check or savings deposit form showing your bank routing numbers will be needed to process your payments. **PLEASE DO NOT SUBMIT A DEPOSIT SLIP – THE ROUTING NUMBERS ARE NOT SUFFICIENT.**
3. **Deliver** the completed authorization form and voided check or savings deposit form to the CGB Business Office, **or mail** it to the address on the authorization form.