

**Northern Cambria Municipal Authority  
ACH DEBIT AUTHORIZATION FORM**

**\*\*\* A VOIDED CHECK MUST BE ATTACHED TO ENROLL OR CHANGE BANK ACCOUNTS \*\*\***

I wish to: ENROLL  WITHDRAW  CHANGE BANK INFORMATION

**Customer Name(s) as they appear on your bank account**

**MAILING ADDRESS, CITY, STATE AND ZIP CODE**

**PHONE NUMBER**

**PROPERTY ADDRESS**

**ACCOUNT NUMBER**

I (We), the undersigned, hereby authorize the Northern Cambria Municipal Authority to initiate debit entries from the account listed below for payment of utility bills and if necessary, to initiate credit entries and adjustments for any debit entries made in error to my bank account at the financial institution (BANK) named below. The draft will be made monthly on the 15<sup>th</sup> of the month. If due date falls on a weekend or holiday, the ACH withdrawal will occur on the next business day. I (We) understand that I am responsible to verify that the debit was properly made and that it was for the correct amount. In the event of an error, I (We) will contact Northern Cambria Municipal Authority as soon as possible.

**BANK/DEPOSITORY NAME**

**BRANCH ADDRESS**

**CITY**

**STATE**

**ZIP**

**BANK ROUTING NUMBER**

**ACCOUNT NUMBER**

This authorization is to remain in full force until Northern Cambria Municipal Authority has received written notification from me (or either of us) of its termination in such time and in such manner to afford Northern Cambria Municipal Authority and DEPOSITORY reasonable opportunity in which to act.

**SIGNATURE**

**DATE**

**SIGNATURE**

**DATE**

**We must receive this form 30 days prior to the next scheduled ACH debit transaction date.**

<i>Office use Only</i>	
Date Received _____	
Entered By _____	Date _____

Or Send Completed form to:  
Northern Cambria Municipal Authority  
Attn: Evelyn Long  
1202 Philadelphia Avenue  
Northern Cambria, PA 15714

SAVE TIME....

SAVE MONEY

The Northern Cambria Municipal Authority is pleased to announce that residents will now be able to pay their utility bills using the ACH Debit payment option.

By signing up for the ACH Debit payment option, residents will authorize the Northern Cambria Municipal Authority to withdraw the amount of their utility bill directly from their checking account. This transaction will happen automatically eliminating the need for the resident to pay their utility bill using the conventional methods of mailing in the payment or dropping it off at the Northern Cambria Borough Office.

### **ACH Debit Transaction – FAQ**

#### **What are the benefits?**

- No check, stamp or money order fees
- Avoid Late Payment Penalties
- Payments are made even when you are away from home

#### **How will I know my payment has been made?**

- You will see an itemized entry on your bank statement that describes the payment you have made to Northern Cambria Municipal Authority

#### **What happens if I change my bank or want to discontinue participation?**

- To stop participation or change your banking information, just fill out a new form and mark the appropriate change that you are making.

#### **Why does Northern Cambria Municipal Authority ask for a voided check?**

- Northern Cambria Municipal Authority uses the account numbers which appear on the bottom of your check to set up the ACH Debit transaction. These numbers can be difficult to read so sending a voided check ensures that your payment will be processed properly.

#### **ACH DEBIT AUTHORIZATION INSTRUCTIONS – PLEASE COMPLETE ALL STEPS.**

1. Complete the attached form. If your account is a joint account both account holders must sign the form.
2. Attach a voided, unsigned check to the form.
3. Return the original form and voided check to Northern Cambria Municipal Authority.
4. Retain a copy of this form for your files.

**We must receive this form 30 days prior to the next scheduled ACH debit transaction date.**

### **UTILITY BILL ACH DEBIT AUTHORIZATION TERMS AND CONDITIONS**

The Northern Cambria Municipal Authority will directly charge the bank account you specified for the amount due on your utility bill. You will continue to receive a utility bill. On the due date listed on the bill or the first working day following the due date, your financial institution will automatically deduct the payment from your bank account and the Northern Cambria Municipal Authority will credit the payment to the specified utility account.

You must continue to pay your utility bill until you receive one with a message stating “Bank Draft – Do Not Pay”. This message will show up after your enrollment has been successful.

Termination of the agreement will not be effective until the Northern Cambria Municipal Authority has received an ACH Authorization form, marked “Withdraw”. The form must be received in such time and in such manner as to give Northern Cambria Municipal Authority a reasonable opportunity to act upon it.

The Northern Cambria Municipal Authority will assess a Returned Check Fee (\$60) on any payment returned by the financial institution. In the event that Northern Cambria Municipal Authority receives two insufficient funds notices from your financial institution within a twelve month period the ACH Debit Authorization will be cancelled.