



UPDATED AUTHORIZATION FOR DIRECT PAYMENT VIA ACH (ACH DEBITS)

Direct payment via ACH, is the transfer of funds from a consumer(s) account for the purpose of making a payment.

I/We _____ (“CUSTOMER”) wish to update the banking information on file and authorize **THE TOWN OF MANALAPAN – UTILITIES DEPARTMENT** (“TOWN”) to electronically debit my/our account (and, if necessary, electronically credit my/our account to correct erroneous debits¹) the newly authorized account as follows:

Current Depository Name (Bank Name): _____

Last four (4) numbers of CURRENT Account Number on file: _____

NEW BANKING INFORMATION – Checking or Savings Account (Circle One)

Depository Name (Bank Name): _____

Routing Number: _____ **Account Number:** _____

Amount of debit(s) or method of determining amount of debit(s): The amount deducted each month will be the full amount of the water utility fee(s) generated for the billing cycle at the time.

Date(s) and/or frequency of debit(s): Once per month, the debit will occur on or around the billing due date each month, approximately the 28th².

I/We understand that this authorization will remain in full force and effect until I/We notify the TOWN, in writing, that I/We wish to revoke the authorization. I/We understand that the TOWN requires at least 30 days prior notice to cancel the authorization(s). Authorization cancellation requests should be mailed to **The Town of Manalapan, Attention: Utilities Dept., 600 South Ocean Blvd., Manalapan, FL 33462.**

Signature of Account Holder(s) or Authorized Agent: _____

Printed Name of Signor(s): _____

Service address: _____ & Account #(s): _____

Date: _____

- The TOWN also **requires** a voided check accompany this authorization form to have adequate banking information and confirm that the information provided above is correct.
- Should the TOWN need to cancel this authorization for any reason, written notice will be sent to the billing and service address on file no later than 30 days prior to the proposed effective date of the date of termination of authorization. _____ Initial.

¹ The NACHA Operating Rules DO NOT require the consumer’s express authorization to initiate Reversing Entries to correct erroneous transactions. However, Originators should consider obtaining express authorization of debits and/or credits to correct errors.

² The Town will consult with the bank and consider weekends, holidays and unforeseen closures that will hinder the ACH from being processed as stated above; and when circumstances allow, notify the customer of the delay when more than one (1) week is expected.