

PAY YOUR TRASH & SEWER BILL THE EASY WAY – ACH WITHDRAWAL

Marysville Borough offers an automatic bill paying option for ALL accounts to make paying quarterly utility bills easy and eliminates the need to write or mail checks, carry cash to our office AND avoid late payments.

Your bill will indicate your current amount due and the date the automatic bank withdrawal will be processed (or the first business day thereafter). Your charge(s) will appear on your bank statement.

TO ENROLL FOR THIS SERVICE, PLEASE DO THE FOLLOWING:

1. Fill out, sign and return this entire form **along with a VOIDED CHECK or LETTER FROM BANK STATING YOUR BANK ACCOUNT AND ROUTING NUMBERS**, to Marysville Borough, 200 Overcrest Road, Marysville, PA 17053.
2. Make sure the magnetic numbers across the bottom of the voided check are intact, that the check is from the proper account that you want debited, and that you have enough money in that account to cover your bill on the day it is due. ***Note: If your withdrawal is denied for ANY reason, there will be a charge according to the current FEE SCHEDULE in addition to any late payment penalties assessed and you will be removed from ACH payments.***

DEADLINES TO ENROLL:

Place a checkmark next to the quarter you would like your first ACH withdrawal to occur. Please note the specific cut-off dates for enrollment. If you enroll after the cut-off date for a particular quarter, you will be enrolled for the next quarter.

- ☐ **Quarter 1 ACH processing date is March 15 (We must receive completed form by December 15th)**
- ☐ **Quarter 2 ACH processing date is June 15 (We must receive completed form by March 15th)**
- ☐ **Quarter 3 ACH processing date is September 15 (We must receive completed form by June 15th)**
- ☐ **Quarter 4 ACH processing date is December 15 (We must receive completed form by September 15th)**

Name _____

Utility Billing Account Number _____

Utility Billing Property Address _____

Email _____ Daytime Phone Number _____

YOU MUST NOTIFY US AT LEAST THREE (3) WEEKS PRIOR TO THE WITHDRAWAL DATE SPECIFIC TO THE CURRENT QUARTER, OF ANY CHANGES AFFECTING YOUR ACCOUNT FOR ANY REASON INCLUDING, BUT NOT LIMITED TO:

1. **Change to bank account information.** A new, properly filled out, ACH enrollment form with new account information, must be sent to or dropped off at our office along with a voided check or bank letter for new account.
2. **Discontinuing this service for any reason, including selling your property.** If discontinuing ACH service, an alternate timely payment of your quarterly bill will still be required by the billing due date. (Check/Cash/Credit Card)

By signing below, I/We hereby authorize the Marysville Borough to withdraw the cost of my quarterly sewer and trash fee from my checking account. This authorization will remain in effect until I provide the minimum three (3) weeks notification to terminate this agreement for any reason listed above or otherwise. I also agree to notify the Borough of Marysville of any changes to the financial institution or account, which is to be debited, with a minimum of three (3) weeks notification accompanied by a new ACH form and copy of supporting paperwork.

Note: Where checking account is in joint names, BOTH owners must sign this authorization.

Authorized Signature _____ **Date** _____

Authorized Signature _____ **Date** _____