

CITY OF RIVERSIDE

ACH INFORMATION FOR UTILITY PAYMENTS

- A convenient way to pay your utility bill to the City of Riverside. The bank will automatically withdraw the funds from the account you indicate when you sign up to pay your utility bill to the City of Riverside each month.
- To set up the withdrawal, we will need the attached form completed and documentation received in our office by the 15th of the month to have ACH in place for the payment due the following month (ex: Documentation is received in our office on or before April 15th, we will utilize ACH to process your payment due on May 15th).
- A bill will be mailed monthly to you with the notation “Paid by Draft” printed on the bill to confirm payment.
- The payment will be withdrawn from your account two (2) days prior to the due date of the 15th each month. If the 15th falls on a Monday or weekend, we will withdraw the funds from your account the Thursday before.
- If you would like to stop ACH payments, you will need to send a written notice to City Hall stating that you would like the withdrawals to stop. The notice should include your name, service address, account number(s), the effective date, and your signature.

CITY OF RIVERSIDE
60 Greene Street
PO Box 188
Riverside, IA 52327

ACH Authorization Agreement Between the Utility Customer and City of Riverside

I (We) _____ authorize the CITY OF RIVERSIDE, hereinafter called COMPANY, to initiate debit entries to my (our) account, which is selected below:

- Checking Account
- Savings Account

Said account selected is 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 from my (our) account must comply with the provisions of U.S. law.

DEPOSITORY INFORMATION

Bank: _____

Branch: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Routing Number (if unknown contact bank): _____

Account Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S): _____

ADDRESS: _____

DATE: _____

SIGNATURE: _____

(Please include a voided check with this documentation.)