

**TOWN OF LONG VIEW**  
**AUTHORIZATION AGREEMENT**  
**ACH PREAUTHORIZED PAYMENTS (DEBITS)**

I hereby authorize the Town of Long View, to initiate debit entries or such adjusting entries, either debit or credit which are necessary for corrections, to my Checking \_\_\_\_\_ Savings \_\_\_\_\_ account indicated below and the financial institution named below to credit (or debit) the same to such account.

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<b>Financial Institution Name</b>	<b>City</b>	<b>State</b>
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<b>Transit/Routing Number</b>	<b>Account Number</b>
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**Please attach a voided check (for checking) or deposit slip (for savings) from the account you wish to use!**

I understand that this authorization will be in effect until I notify the Town of Long View in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution and the Town of Long View before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution. I agree to give my financial institution and the Town of Long View a written notice identifying the entry, stating that it is an error, and requesting credit back to my account. I will provide this notice within 15 calendar days following the date on which I was sent a statement of my account or a written notice of such entry, or 45 days after posting, whichever comes first.

I hereby authorize the Town of Long View to draft my monthly payment for water/sewer/garbage services from the financial institution indicated above. I understand that should the draft be rejected by my financial institution due to insufficient funds that I will need to make payment in full, by cash, to the Town of Long View and an additional \$25 NSF fee paid to restore service.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Utility Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date