

**CITY OF HARBOR BEACH**  
**ACH PAY QUESTIONS/INSTRUCTIONS**

The City of Harbor Beach will begin accepting ACH (automated clearing house) payments for utility bills beginning with the December 2020 Quarterly Billing.

Question: What is an ACH payment?

Answer: Electronic payments that are created when the customer gives the City of Harbor Beach authorization to debit directly from the customers checking or savings account for the utility bill payment.

The City of Harbor Beach will debit the money directly from your checking account on the due date of the bill, so that you will never incur a late fee.

Question: Will I be able to pay online?

Answer: No. There is a substantial cost involved with paying online. ACH transfers are free, and they will be removed from your account no earlier than the due date of the bill.

You can either continue to receive your bill in the mail, or receive it via email.

Question: How do I sign up?

Answer: Complete the enclosed form and return to City Hall either by mail or the drop box.

Question: How do I pay this September Quarterly Bill?

Answer: This bill must still be paid in the traditional way by either check or cash. The ACH method of payment will take effect with the December Quarterly Billing, which will be mailed to you in late January 2021.

Question: Why do I have to submit a voided check?

Answer: Your routing number and account number are on the bottom of your voided check. Providing this check, allows us to confirm your account information. To void a check, simply write 'VOID' across the check.

CITY OF HARBOR BEACH – ACH PAY APPLICATION

Please check one. I wish to continue to receive my bill via \_\_\_\_\_ regular mail or via \_\_\_\_\_ email.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address of Harbor Beach House/Business: \_\_\_\_\_

Utility Bill Account Number: \_\_\_\_\_

Banking Information

Name of Account Holder: \_\_\_\_\_

Address of Account Holder: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Phone number: \_\_\_\_\_

Bank Address, Only Name of City Needed: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

**\*YOU MUST INCLUDE A VOIDED CHECK WITH APPLICATION!**

**\*\*If you close this account, please notify the City Clerk.**

Fees are incurred if there are insufficient funds, closed accounts or incorrect account information is given. Therefore, a \$35 fee will be added to the utility billing account if the ACH fails.

This authorization is for four times per year for the following bills:

March Quarterly Billing, mailed in April

June Quarterly Billing, mailed in July

September Quarterly Billing, mailed in October

December Quarterly Billing, mailed in January

Signature: \_\_\_\_\_ Date: \_\_\_\_\_