

# AVILLA UTILITIES

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TOWN of AVILLA  
P O BOX 49  
108 SOUTH MAIN ST.  
AVILLA, IN 46710  
PH: (260) 897-2781  
FAX: (260) 897-2605

## PROCEDURES & RULES FOR ACH (AUTOMATIC CLEARING HOUSE) PAYMENTS AT AVILLA UTILITIES

1. The Avilla Utilities will provide each interested customer with a Debit Authorization form that will need to be filled out and turned into the Avilla Town Hall in person.
2. A voided check must accompany the authorization form.
3. A copy of the Driver's License for person on the checking account must be provided.
4. The first payment that will be deducted from the customer's checking account will occur on the 2<sup>nd</sup> month following a completed Debit Authorization form.
5. All payments will be taken out of the customer's account on the 16<sup>th</sup> every month.
6. The amount due will be the only amount debited from the customer's account, no more no less.
7. You, the customer must be current on your account to be able to sign up for ACH payments.
8. If you, the customer, wish to discontinue using the ACH payment program you must give the Avilla Utilities a 30 Business day notice.
9. If you, the customer, are unable to make a payment or a payment is rejected due to insufficient funds you will no longer be able to participate in the ACH program.

**If you have any questions or concerns please contact our office.  
Monday thru Friday 7:30am to 4 pm at (260) 897-2781**