

City of Mitchell
407 South 6th Street
Mitchell, Indiana 47446
(812) 849-4168

City of Mitchell Utilities – ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account. Just complete and sign this form to get started.

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled debits to your checking or savings account. You will be charged the amount indicated on your monthly water/sewer bill. You agree that no prior notification will be provided unless the date changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below:

I _____ authorize City of Mitchell to charge my bank account.
(print name)

Indicated below on the 15th of each month for payment of my water/sewer bill # _____.

Billing Address _____ Phone _____

City/State/Zip _____ Email _____

Account Type Checking Savings

Name on Account _____

Bank Name _____

Bank Routing # _____ Bank Account # _____

Bank City/State _____

Signature _____ Date _____

Company Name _____ Title _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the City of Mitchell in writing of any changes in my account information or termination of this authorization at least 10 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.