

Charter Township of Ironwood

N10892 Lake Rd
Ironwood, MI 49938
Website: www.Ironwoodtownship.com
Phone: (906) 932-5800
Fax: (906) 932-5089

Jay Kangas, Supervisor (906)932-8447
Mary Segalin, Clerk (906) 932-8446
Maria Graser, Treasurer (906) 932-8445

Automatic Draft - ACH Set-up Request Form Frequently Asked Questions

How does the program work?

Once you sign up with ACH, we will automatically deduct your utility payment from your designated checking or savings account each month. We will send notification to your bank to transfer the exact draft amount from your utility statement, from your checking or savings account to us.

Why should I sign up for ACH debit?

Convenience, security, and peace of mind! You will no longer have to write a check each month for your utility payment – no checks, no stamps, no envelopes, and no trips to the mail box. You'll also have peace of mind knowing that your monthly payment was made automatically, on time, and through a secure method.

Does ACH cost anything?

There is no charge to setup or use our ACH service.

How can I begin this convenient service?

It's very simple. Just fill out the Automatic Draft - ACH Set-up Request Form and mail or bring it in to us. Please enclose a voided blank check or savings account deposit slip with the set-up request form. Write "void" across the face of your check or savings account deposit slip from a current account. The Automatic Draft - ACH Set-up Request Form and your voided check or savings account deposit slip will give us the accurate information we need to begin your ACH service. Please continue to make your monthly payments until your ACH Draft is set-up and active.

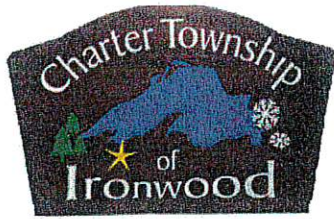
Can I cancel the ACH service?

The ACH draft may be canceled by contacting the Ironwood Township office and providing 72 business hours notice.

Can I set-up an ACH draft if I don't have checks?

If you do not have physical checks, you may enclose a letter, signed & dated, by your bank official stating you are the owner of the checking or savings account associated with both the routing and account numbers they provide.

The Charter Township of Ironwood is an Equal Opportunity Provider and Employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html>, or at any USDA office. You can also call 866-632-9992 to request the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. By fax at (202)690-7442 or email at program.intake@usda.gov



Charter Township of Ironwood

What happens if I change my bank?

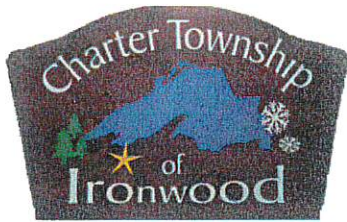
If you change checking or savings account from your current bank to new bank, you need to complete a new Automatic Draft-ACH Set - up Request Form and mail it to us along with a voided blank check or savings account deposit slip as soon as possible.

Can I set my draft up for more than my monthly payment amount?

No.

Do you have any more questions?

If you have any questions, please call us at 906-932-5800 - Monday - Friday, 8:00 a.m. – 4:30 p.m., (CST).



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Automatic Draft - ACH Set-up Request Form

Please follow the steps within this application to start the automatic withdrawal of your payment.

1. Complete and sign this application

| | |
|----------------------------|-----------------------------|
| Customer Name(s) _____ | Customer Address _____ |
| Customer City _____ | Customer State/Zip _____ |
| Garbage Account # _____ | Water/Sewer Account # _____ |
| Month to start Draft _____ | |
| Bank Name _____ | Bank Routing # _____ |
| Bank City/State _____ | Bank Account # _____ |

See sample
check below
for locations
of these
numbers

Account Type Checking Savings

I understand that this authorization will be in effect until I notify my financial institution 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 adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution 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, if, within 15 days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first, I give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

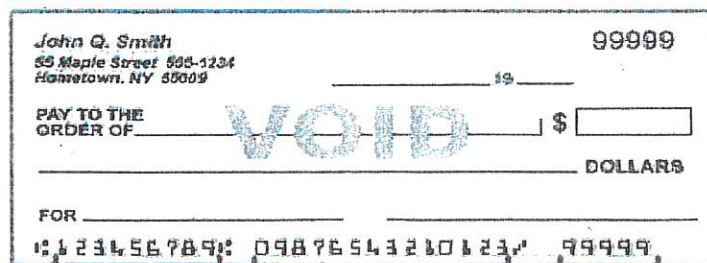
There will be a service charge for all non-sufficient funds posted.

By signing, I authorize to draft the account specified above.

Signature(s) _____ Date _____

All bank account holders
must sign this application

2. Include a copy a voided check or savings account deposit slip (starter checks not accepted)



Bank Routing Number Checking Account Number Check Number

3. Send this completed form along with a voided check copy

