**Oak Hill Sanitary Board**

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100 Kelly Avenue Mailing Address

Oak Hill, WV 25901 P.O. Box 1245

Phone: (304) 469-3186 Oak Hill, WV 25901

Fax: (304) 469-4599 Email: cityohsb@oakhillwv.gov

www.oakhillwv.gov/sewer-utility

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**ACH Authorization Form**

You can now schedule an automatic, recurring payment from your bank account. This draft will be initiated by the Oak Hill Sanitary Board on the 6th of each month (this date is not flexible or adjustable). If you would like to take advantage of this service, please fill out the form below and return it to us in the enclosed envelope. You may also go to our website at oakhillwv.gov/sewer-utility and complete the form. Please call (304)469-3186 with any questions.

***Please complete the following information in neat, legible print.***

*Applicant(s) Name*:

*Address*:

*Sewer Account Number:*

*Name of Financial Institution:*

*Address of Financial Institution:*

*Financial Institution Routing Number:*

*Checking/Savings Account Number:*

*PLEASE INCLUDE/ATTACH A VOIDED CHECK WITH THIS APPLICATION*

*I (WE) HEREBY AUTHORIZE THE CITY OF OAK HILL SANITARY BOARD (THE COMPANY) TO INITIATE ENTRIES TO MY (OUR) CHECKING/SAVINGS ACCOUNTS AT THE FINANCIAL INSTITUTION LISTED ABOVE (THE FINANCIAL INSTITUTION), AND, IF NECESSARY, INITIATE ADJUSTMENTS FOR ANY TRANSACTIONS CREDITED/DEBITED IN ERROR. THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL THE COMPANY IS NOTIFIED BY ME (US) IN WRITING TO CANCEL IT IN SUCH TIME AS TO AFFORD THE COMPANY AND THE FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT UPON IT.*

Applicant Signature Date Co-Applicant Signature Date