

ACH Authorization/Stop Form

City of Jennings, LA
PO Box 1249 / 154 N. Main St.
Jennings, LA 70546
337-821-5502

Authorization

I (we) have read the terms and conditions and authorize the City of Jennings to initiate entries to the bank account shown below for payment of all utility bills issued. This authorization will remain in effect until the City of Jennings is notified by me (us) in writing to cancel it in such time as to afford the City of Jennings and the financial institution a reasonable opportunity to act.

Customer: _____ City of Jennings Acct. #: _____

Daytime Phone: _____ Social Security #: _____

Account Type: Checking _____ Savings _____ Bank Acct. #: _____

Bank Name: _____ Routing #: _____

Customer's Mailing Address: _____

City: _____ State: _____ Zip: _____

Not VALID without signature.

Signature: _____ Date Signed: _____

Stop Draft

I hereby request and authorize the City of Jennings to stop the automatic bank draft for payment of my utility bill.

Not VALID without signature.

Signature: _____ Effective Date: _____

Attach a voided check here.
(Must be attached in order to process your request.)

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Terms and Conditions

City of Jennings, LA

I understand that the Automatic Bank Draft will be effective with the first billing after the form is turned in to City Hall and entered into the computer system and that the total amount of my monthly bills will be deducted from my checking/savings account approximately two (2) weeks after the billing date.

I understand I will be charged a fee by the City of Jennings if my draft is refused by my bank for any reason, including insufficient funds, closed or unauthorized accounts, etc. The City will remove my account from ACH draft if two (2) payments are returned within a 12 month period. Upon removal, I will be ineligible to participate in ACH draft for the next 12 months.

I understand that it is my responsibility to notify the City of Jennings, in writing, if I change banks or account numbers. Failure to do so may result in a rejected payment and a return fee being accessed by the City.