

Village of Aviston  
149 S Page Street – P O Box 139 – Aviston IL 62216  
(618) 228-7262 / (618) 228-7244

**ACH SETUP & AUTHORIZATION**

Automatic Clearing House, or ACH, is a method of making your payment directly from your checking or savings account. Just complete the section below to participate in this convenient service. You may cancel your participation in ACH at any time by submitting that request in writing or calling our office at the number above.

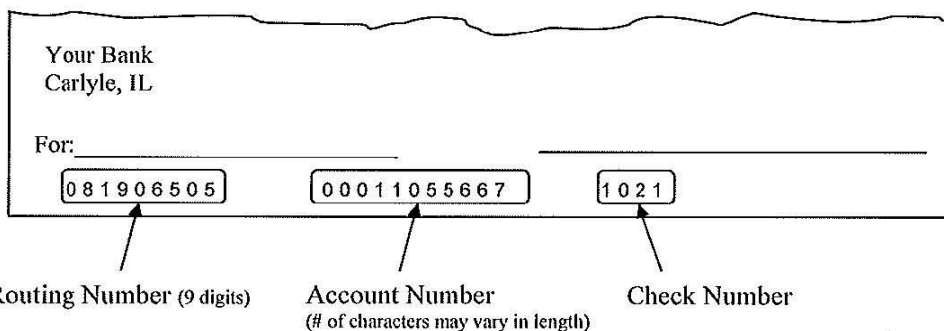
Your designated account will be debited on the 15<sup>th</sup> of each month for your entire utility bill. If the 15<sup>th</sup> of the month falls on a weekend or holiday, your account will be debited on the next business day.

Please provide the following bank information AND submit a voided check:

Bank Routing Number:

Checking/Savings Account #:

- Checking  
 Savings



**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

We reserve the right to terminate an existing ACH agreement at our discretion without prior notice.

**VILLAGE OF AVISTON  
ACH RETURN POLICY**

1<sup>st</sup> Offense

-Any ACH transaction that is returned for any reason other than a bank error, set-up error, or error of no fault to the customer is subject to a \$25 administrative fee and will be taken off the automatic debit for 6 consecutive months beginning immediately when the transaction is returned to the Village.

-Anyone that has been suspended for returned transaction would have to contact the Village Hall when the 6 months are up to get their ACH re-authorized.

2<sup>nd</sup> Offense

-Any ACH transaction that is returned a second time will be taken off the automatic debit for a 1 year and will be subject to a \$25 administrative fee.

-You will also have to contact the Village Hall when the 1 year period is up to get their ACH re-authorized.

3<sup>rd</sup> Offense

-Anyone who has a 3<sup>rd</sup> returned transaction will be taken out of the automatic debit program, pay a \$25 administrative fee, and will be forced to pay all future bill to the Village in the form of cash, cashier's check or money order.