



Town of Ennis
P.O. Box 147
Ennis, MT. 59729
Phone (406)682-4287
Fax (406)682-5011

ACH PAYMENT AUTHORIZATION FORM

Town of Ennis Utility Customer,

By completing this form, you are agreeing to have the amount of your monthly utility bill automatically deducted from your bank account. The guidelines for the Town of Ennis ACH program are as follows:

- Bills are sent out on the 1st of each month, any disputes or questions regarding the bill must be addressed by the 10th
- On the 15th of each month, or the next available working day, and if there is no change in the billing status or amount, your bank account will be debited for the amount shown on your bill
- Any changes require completion of a new authorization form

To begin ACH payment of your utility bill, complete the following information and return to the Town of Ennis by dropping it at the above address or by emailing the form to bills@ennismontana.org.

This is my (our) authorization of my (our) bank, named below, to deduct from my (our) account as identified below and pay to the Town of Ennis the amount of my monthly utility service bill. This authorization will remain in effect until written notice of cancellation is received.

Name on Utility Account: _____

Utility Address: _____ **Utility Account Number:** _____

Email address: (to receive bill electronically) _____

Bank Name: _____

Type of account: ___ checking ___ savings

Routing number: _____ **Account number:** _____

Authorized signature: _____ **Date:** _____

FOR INTERNAL PURPOSES ONLY:	
COMPLETE _____	SAVED TO BMS ACCOUNT _____