

# City of Key Colony Beach

PO Box 510141, Key Colony Beach, FL 33051

P: 305-289-1212, F: 305-289-1767 Email: [clerk2@keycolonybeach.net](mailto:clerk2@keycolonybeach.net)

## ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking account. Just complete, sign and provide your account numbers below to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking account. You will be charged the current quarterly rate each billing period. A receipt for each payment will be mailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that other than your invoice, no prior notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

---

### Please complete the information below:

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Full name) (KCB Property Address)  
Key Colony Beach, FL 33051

authorize The City of Key Colony Beach to charge my bank account indicated below on the 21<sup>st</sup> of each quarter (Oct/Jan/Apr/July) for payment of my Wastewater Utility Invoices.

Mailing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify The City of Key Colony Beach in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the 2<sup>nd</sup> business day after. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction date. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that The City of Key Colony Beach may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.*