

Village of Madrid

P.O. Box 171 Madrid, NE. 69150

308.326.4263

March 18, 2013

Dear Residents,

We are now giving you the opportunity to pay your utility bill through ACH. "ACH" is short for "automated clearing house." This bank terminology means that a person or business is authorizing another person or business to draft on an account. This process saves time and offers convenience. This service should not be confused with bill pay, which some of our residents presently use. Please note you do not have to sign up for this service, we are just now at a point where we can offer this service to you. We are giving two options for withdraw dates: the 5th of the month or the 20th of the month for convenience. You will find an ACH Authorization Form enclosed also. If you would like to sign up for this service, please fill out the form in entirety and enclose a voided check. If the account that you will be using for the ACH is a joint account we do ask that both parties sign the ACH Form. We are giving you the opportunity to sign up now.

Utility Billing for the 1st quarter (Jan - March) 2013 will be going out the 1st of April. You may start using the ACH now or you can sign up anytime if you need a chance to think it over. Remember, you may pay monthly or quarterly it's your call. We ask that you contact Angela Hansen at 308.326.4263 if you plan to pay monthly or have any questions at all, we want this transition to be as smooth and simple as possible. You will still get monthly or quarterly bills even if signed up for ACH. Please note that January 1st the rates for Utilities did increase and your 1st quarter Utility Bill will reflect this increase.

On the enclosed ACH Authorization Form itself:

- 1) Where it states Frequency of this debit is - Here you can choose whether you want debits to be monthly or quarterly (remember quarterly billing will be sent out the 1st part of April, July, October, and January)
- 2) Choose your start date - You may begin right away in April if you choose (remember withdraw date options are the 5th or the 20th of the month)
- 3) The account to be credited is Village of Madrid
Checking #.....1898

We hope this information helps to ease into the transition.

Respectfully Submitted,

Madrid Village Board

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED WITHDRAWS (ACH DEBITS)

I (we) hereby authorize **Adams Bank & Trust**, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Savings account (select one) indicated below at the depository named below, hereinafter called DEPOSITORY, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

DEPOSITORY BANK NAME _____
CITY _____ STATE _____ ZIP _____
**ROUTING NUMBER _____ ACCOUNT NUMBER _____

The account name that will be debited _____
Frequency of this debit is _____
Starting date of this Adams Bank & Trust account credit is _____
(debit will post the next business day).

Adams Bank & Trust account to be credited for this payment:
Account name _____
Checking # _____
OR
Savings # _____

Disclosures

This authorization replaces any previous authorization and is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. In no event shall it be effective with respect to entries processed by Adams Bank & Trust prior to receipt of notice of termination.

I (we) further authorize COMPANY to initiate such debit/credit entries to said account as may be necessary to correct any erroneous credit/debit entries previously initiated thereto. I (we) authorize the Depository to accept and to debit or credit the amount of such entries to my (our) account.

The undersigned hereby agrees that all entries initiated hereunder are to comply with the United States law and to be governed in all respects by the Rules of the Mid-America Payment Exchange as now or hereafter in effect and agrees to be bound thereby:

NAME (S) _____ ID NUMBER _____
(PLEASE PRINT)
DATE _____ SIGNED X _____
DATE _____ SIGNED X _____

****Please attach a VOIDED CHECK (NO DEPOSIT TICKETS ACCEPTED).****

7/12/04