

# City of Milton

1139 SMITH STREET, MILTON, WV 25541  
PHONE #: (304) 743-3032 FAX #: (304) 743-1872

[financeclerk@cityofmiltonwv.com](mailto:financeclerk@cityofmiltonwv.com)

[Recorder@cityofmiltonwv.com](mailto:Recorder@cityofmiltonwv.com)

## AUTOMATIC PAYMENT DEDUCTION FORM

I authorize City of Milton and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify City of Milton in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution and The City of Milton within three (3) days before my account is charged. **The City of Milton reserves the right to cancel the automatic payment (ACH) after two payments are returned to our office for any reason.**

\_\_\_\_\_  
Customer's Name (Print)

\_\_\_\_\_  
Customer or Representative's Name (Print)

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
City Account #

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Alternate Telephone #

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Branch

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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

\_\_\_\_\_  
Bank Branch/Routing Number

Checking\_\_\_\_ Savings\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please attach a voided check from the account you wish to use. Your withdrawal date will be on the 15<sup>th</sup> Day of month, or the next business day. When paying for Business & Occupational taxes please provide current forms with amount due.*

*Cameron Ernst*

Finance – City of Milton - 1139 Smith Street - Milton, WV 25541

Direct:304-390-0022, Fax:304-743-1872

Email: [financeclerk@cityofmiltonwv.com](mailto:financeclerk@cityofmiltonwv.com)

Forms & Payments options: [www.citofmiltonwv/finance](http://www.citofmiltonwv/finance)