



Opting Out of ACH Conversion Request

Customer Number: _____

Account Number: _____

By completing this document/form you are electing to opt out/not participate in the Electronic Clearing of your check as an ACH debit transaction.

In order to complete the election, you will be required to provide the appropriate Routing Transit and Account Number information for your Financial Institution. The Routing Transit number is the first nine digits on the bottom left of your check. Your Account Number is the remaining digits less the check number which is usually the last four digits. You can verify you are not including the check number by matching it to the check number on the top right of your check. If you have any questions, your financial institution can assist you.

Failure to completely or accurately provide all information in the requested format could prevent you from being excluded from the Electronic Clearing process. Your check could then be subject to Electronic Truncation and would be cleared as an ACH item in accordance with the disclosure included on your Utility Bill.

Routing Transit Number: _____

Account Number: _____

Signature: _____ Date: _____

Please be advised that the form you are completing is specific to the Routing Transit Number and Account Number referenced above. In the event your Routing Transit Number or Account Number changes, you will be required to submit a new form to insure your exclusion from the Electronic Clearing Program.

Send the completed form to: info@cityofgrassvalley.com | Fax: (530) 274-4399 | or mail to:

**City of Grass Valley
125 East Main Street
Grass Valley, CA 95945**

If you have any questions, please call the City of Grass Valley at (530) 274-4350