



# ACH-MANUAL SET UP FORM

## USE THIS FORM TO SET UP ACH (AUTOMATIC) PAYMENTS FOR CHARGES/FEEES

NAME: \_\_\_\_\_ ACCT # : \_\_\_\_\_

VILLAGE ADDRESS: \_\_\_\_\_ \*E-MAIL: \_\_\_\_\_  
\*You must provide an email address for notification purposes.

## CREDIT OR DEBIT CARD

PAYMENT METHOD:  CREDIT CARD \*  DEBIT CARD\*

FULL NAME ON CREDIT/DEBIT CARD: \_\_\_\_\_

CARD NUMBER(15-16 DIGITS): \_\_\_\_\_ EXP. DATE (MM/YYYY) \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

\*A Credit Card transaction fee of 3% will apply to this payment method

## BANK ACCOUNT

NAME ON ACCOUNT: \_\_\_\_\_

ACCOUNT TYPE:  CHECKING  BUSINESS CHECKING  SAVINGS

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

**CHARGES/FEEES (INCLUDING RECCURING FEEES)- Please check which charges/fees you would like to be automatically debited from your account. See current Fee Schedule for fee amount.**

DUES:  ANNUAL DUES  SEMI-ANNUAL DUES  QUARTERLY DUES  MONTHLY DUES

REQUIRED FOR USE:  MARINA FUEL  QTRLY DOCK POWER

MISCELLANEOUS:  KAYAK LAUNCH  KAYAK STORAGE  ANNUAL MOORAGE  MARINA USAGE (LAUNCH)

BOAT TRAILER STORAGE  BOAT TRAILER STORAGE W/ POWER (Nov.- Mar.)

FUEL CARD ANNUAL ACCESS  SPECIAL ASSESSMENT PAYMENTS

*By signing below, I authorize BBVCC to initiate a withdrawal/charge from my bank account/credit or debit card to pay the indicated fees. I also acknowledge that fees will be deducted five (5) days after the charge is applied until written notice of cancellation is received by BBVCC.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Please call our office at 360-371-7744 or email [contactus@bbvcc.com](mailto:contactus@bbvcc.com).  
**Forms can be submitted to the office via email, mail or hand delivered.**