

130 W. Second St.
Suite 1420
Dayton, OH 45402
937.853.1600
CCCSMV.Org

Dear CCCS Client:

Consumer Credit Counseling Service provides an ACH program for your convenience to make your monthly payments. This service is an automatic deduction from your bank account every month, eliminating the need for purchasing a money order each month and mailing your payments. There is no additional charge for the initial activation of this service; however, there is a \$25 NSF fee if the funds are not available on the scheduled date of withdraws. This fee can easily be avoided by contacting us prior to your withdraw date to let us know there is a problem.

We are now offering three withdrawal options:

- Withdrawal of full funds on the 1st of each month
- Withdrawal of full funds on the 15th of each month
- Withdrawal of half of your funds on the 1st and the remaining half on the 15th

This convenient service will save you time, money and help you plan your expenses. Enclosed are the forms you will need to complete and return to get started. Please note that if it is a joint account, both account holders must sign.

Please return the following:

- Signed Terms and Conditions
- Signed Authorization Agreement
- A voided check or statement to verify account information

Indicate the month that you would like to start and select your preferred option for withdrawal. Please allow 30 days for processing of your documents. The first withdrawal of your account will take place the following month. CCCS will send you an email confirmation once your ACH automatic withdrawal is in place. Please call our office at 937.853.1600 if you have any questions regarding your first ACH payment.

Thank you for taking advantage of this service.

Sincerely,

CCCS Staff