## BOARD OF DIRECTORS

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## PUBLIC WATER SUPPLY DISTRICT NO. 10 OF JEFFERSON CO.

KEITH FLAMM Manager

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## **Recurring ACH Bank Draft Form**

We are pleased to offer you a new service- the Recurring ACH Bank Draft. Now you can have your payment deducted automatically from your checking or savings account. Your payments will be made automatically on the due date for the water bill each month. The due date will vary based on the first few business days of the month and when we mail the bills. Usually, the due date is between the 19<sup>th</sup> and the 21<sup>st</sup>, but could be later depending on the billing dates. The due date is never scheduled on a day that the office is closed. There is a \$35.00 Returned Check Fee that applies to returned payments. Checks are not accepted for the returned check or fee.

The authority you give Public Water Supply District No. 10 to charge your account will remain in effect until the account holder notifies us with a signed letter to terminate the authorization no less than three business days before the due date of the water bill. The charge for the water bill can change from month to month depending on usage, leaks, running toilets, etc. Your monthly bill is available on the customer portal on our website the same day that we mail the monthly bills, which is within the first few business days of the month. Our office can also email the bill to the account holder on the day we mail the bill with a separate e-bill application.

Account holders need to complete this form, attach a voided check for verification of all financial institution information, and provide a copy of their valid driver or non-driver license to set up Recurring ACH. The water account holder can only set up recurring ach bank draft on their own checking or savings account. Be sure all information is correct and legible. Electronic/Computer generated signatures cannot be verified to the signature on the driver license and are not accepted on this form.

I (we) hereby authorize Public Water Supply District No. 10 to initiate electronic debit entries to my checking or savings account for payment of my water bill. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing no less than three business days before the due date of the water bill.

Public Water Supply District NO. 10 Account #(s)	Current Phone #:
Financial Institution Name (Please Print)	
Account Number at Financial Institution	
Financial Institution Routing/Transit Number	
Financial Institution City and State	
Savings Account orChecking Account	
Signature	Date