



PWSD #12

304 N. Ranson Road
Greenwood MO 64034
816/537-6856

Account #: _____
Office Use Only

AUTHORIZATION AGREEMENT DIRECT PAYMENTS (ACH DRAFT)

Attach voided check here.

1
ABOUT YOU

Customer Name: _____

Print

Service Address _____

Daytime Contact Number: _____

2
TYPE OF
AUTHORIZATION

Select One:

- Initial Authorization
- Change of Information Initial _____ Date _____
- Cancel Agreement Initial _____ Date _____

Type of Account: *Select One*

- Checking
- OR**
- Savings

3
ACCOUNT
INFORMATION

**Please contact your bank for this information.
Incorrect information will prevent Bank Draft processing.**

ROUTING/TRANSIT NUMBER _____ ACCOUNT NUMBER _____

Name and address of Financial Institution:

Phone Number _____

4
CUSTOMER
AUTHORIZATION

I hereby authorize Jackson County PWSD #12 to pay and charge to my (our) account all bills for water service and associated fees rendered against the undersigned by Jackson County PWSD #12. I have read and agree to the Terms of the Authorization. I understand this Authorization will remain in force until the District has received written notification of termination or change not less than 10 days prior to my Designated Draft date.

Signed: _____

Signature - Must be same as on Bank Signature card.

Date: _____

JCCS-FORMC-4/2008

Please submit this page to the District office.

5
TERMS & CONDITIONS

1. A Bank Draft Authorization form must be completed with the Customer's voided check attached.
2. Bank Draft Authorizations must be received 10 days prior to Bank Draft processing date to be processed that same month if the customer has an account balance due. Authorizations received less than 10 days prior will process with the next billing cycle.
3. **Bank Drafts will be processed on the 10th day of each month.** In the event the date falls on a weekend or a Holiday they will be processed on the closest regular business day.
4. A .15 processing fee will be applied to the Customer's water service account for each Bank Draft instance.
5. Bank drafts will be processed for the amount due as reflected by the Customer's water service account. Customers are responsible to track and confirm the amount drafted each month.
6. Customers will continue to receive monthly bills. Review your monthly water utility bill. Should you feel your bill contains an error you must notify the District office immediately to hold the bank draft until the error can be confirmed and corrected. Failure to notify the District prior to the Customer Designated draft date will result in the bank draft for the billed amount. In the event an error can not be resolved prior to the Customer Designated draft date the Customer will be responsible to make payment by other means by the due date.
7. Customer bank accounts attached to this Authorization and therefore identified as the bank account for drafts to be drawn are required to be covered by sufficient funds.
8. Any Customer Bank Draft returned by the bank to the District for non-sufficient funds will cause a \$10.00 service charge to be assessed to the Customer's water utility account.
9. A Customer with a non-sufficient funds bank draft will be placed on a "cash only" basis until the water utility account balance has been satisfied. The District will accept payment in the form of cash or money order during that period.
10. The District will process only one Bank Draft per Customer account per month.
11. Bank Drafts will remain in force until the District has received written notification of termination or change by the Customer not less than 10 days prior to the next Customer Designated draft date.