

AUTHORIZED AGREEMENT FOR PREAUTHORIZED PAYMENTS

NAME: _____ **WATER ACCOUNT #:** _____
(PLEASE PRINT)

BANK NAME: _____ **BRANCH:** _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

ROUTING # _____ **ACCOUNT #** _____

I hereby authorize Mt. Sterling Water and Sewer (61-0674582), to initiate debit entries to my checking/savings account and the financial institution named above, to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

This authorization is to remain in effect until Mt. Sterling Water & Sewer has received notification from I of its termination in such time (before the 5th of the month) and manner as to afford Mt. Sterling Water and Sewer and my financial institution listed above a reasonable opportunity to act on it. If your financial institution changes its name or any of its or your account numbers, please bring a copy of your new check. I understand this information will be used solely for the purpose of the Automatic Payment Service.

PLEASE NOTE: BANK WILL DEBIT YOUR ACCOUNT ON OR AROUND THE 15TH OF EACH MONTH.

If payment is returned for any reason (insufficient funds, stop payment, hold, closed account, etc.), a cash payment for the billed amount plus a \$35 returned check fee must be submitted to Mt. Sterling Water and Sewer **BEFORE** the monthly turn off day or services will be disconnected and additional \$35 nonpayment fee will also added to the account and will need to be paid before service is reinstated. If two (2) Bank Drafts are returned within a 12-month period, you will no longer be eligible for ACH services.

IMPORTANT: Should you decide to pay your water bill manually by check, cash, debit or credit any given month, please **NOTIFY MSWS** to manually remove you from the Automatic Bank Draft. If MSWS is not notified, the bank draft will continue no matter the balance on your MSWS account. If payment is returned to us as insufficient funds, you will be charged a \$35 returned check fee.

I understand that Mt. Sterling Water & Sewer is required to prenote all new ACH customers for up to 30 days. Your ACH payment will not take effect until

(Effective Date)

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

DATE ENTERED IN SYSTEM: _____ **ENTERED BY:** _____

PRENOTE MONTH: _____ **EFFECTIVE MONTH:** _____ **YEAR:** _____