

# SIGN UP NOW

## FREE ELECTRONIC ACH DRAFTING

Payment by Bank Draft

Simplify Your Life – No More Worries About Late Payments or Cut-off!

### SIGN UP IS EASY

Complete and return the information below along with a VOIDED CHECK from your Checking/Savings account.

Your account will be debited on the 5<sup>th</sup> day of each month except for weekends, holidays, etc., at which time processing will take place on the next business day.

AUTHORIZATION FOR BANK DRAFT (ELECTRONIC FUNDS TRANSFER)

Utility Account Number: \_\_\_\_\_

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Your Bank Routing Number: \_\_\_\_\_

Your Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Please Check one: Checking ( ) Savings ( )

**I understand that any payment refused by my bank will be handled the same as an "Insufficient Funds" check (NSF) and charged an overdraft fee of \$40.00.** After two (2) refused payments by my bank, the Bank Draft payment will be cancelled and my account will be put on a "cash only" status for one (1) year.

My signature below indicates acceptance of these terms and conditions. As a convenience to me, I hereby request and authorize the Board to pay and debit my account drawn by and payable to the order of The Montevallo Water Works and Sewer Board, Montevallo, AL, provided there are sufficient funds in said account to pay the same upon presentation. I agree that the Boards right in respect to each transaction is to remain in effect until revoked by me (customer) in writing, and until the Board actually receives such notice. Note that bank drafts do not take effect for up to 45 days. Therefore, you will need to pay your upcoming water bill by way of check or cash; however, your billing statement will state "\*\*\*\*BANK DRAFT – DO NOT PAY\*\*\*\*", please disregard this statement.

I further agree that if any transaction be dishonored, whether with or without cause and whether intentionally or inadvertently, the Board shall be under no liability whatsoever even though such dishonor results in the forfeiture of this contract.

Customer Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

# BANK DRAFT AUTHORIZATION

Automatic bank drafting from your checking or savings account assures that your bill is paid in full and on-time every month, even if you are out of town. This convenient recurring process is free.

## **How Do I Begin the Process?**

To become a bank draft customer, we need two things: the completed bank draft authorization form on the next page and a "voided" check from your checking account or a withdrawal slip from your savings account. We will work with your bank to draft your checking or savings account each month.

## **When Will My Account Be Drafted?**

The initial set-up for the bank draft will take approximately two weeks. After enrollment in the program, your account will be drafted for the exact amount of your bill on 5<sup>th</sup> day of the month. You will receive your normal monthly statement by mail on which your bank draft confirmation message appears. **“\*\*\*BANK DRAFT – DO NOT PAY\*\*\*”, please disregard this statement”**.

## **What Happens if I Have Questions About My Bill?**

If you have a question about your water and sewer bill, call The Water Works and Sewer Board of the City of Montevallo at 665-9045.

## **What Happens if There is Not Enough Money in My Account?**

The automatic bank draft will be presented to your bank once for processing. If your financial institution does not pay the draft because of insufficient funds and returns it to the Board, your account will be charged a return check fee and processed in the same manner as an insufficient funds check. If a payment is declined by your financial institution, a security deposit may be required on your account if there currently is no deposit. If you account has a deposit that is not up to the current account deposit of \$125.00 you may be required to pay the difference. Furthermore, be advised that when a service is finalized, The Board will apply the customer security deposit to the final water bill. Any remaining amount due will be drafted from your bank account.

## **How Do I Cancel My Participation?**

If you decide to discontinue participation in the bank draft program, you may cancel by notifying The Water Works and Sewer Board of The City of Montevallo in writing at least Ten (10) business days prior to the draft date. This may be done in person at the Office located at 613 Valley St, Montevallo, AL or by fax. If cancelling by fax you will be required to submit identification and other identifying information on the account that we deem necessary for identification before cancellation.