

AUTOMATIC BANK PAYMENT SERVICE (ACH) INFORMATION & TERMS

With ACH your water bill payment is taken directly out of your checking account on your due date. **“Do Not Remit”** (as in, do not return with payment) will show on the detach portion of the bill to reflect your ACH is active. Never worry about having a late bill or needing to send in your payment. Signing up for ACH also reduces your chances to be a victim of fraud with lost or stolen mail. To sign up, fill out the following ACH application form and return it to Jackson County Water Utility, Inc. along with a voided check.

Please keep the following Terms of Agreement for your records

Terms of Agreement:

Payment Notice, Payment Date and Billing Questions

You will continue to receive a monthly statement. If you have any questions about your statement, please contact our office at least 5 business days prior to your due date. On your due date the payment will be deducted from your account. If your due date falls on a weekend or holiday, your account will be charged on the next business day.

Availability of Funds

Account holder is responsible for ensuring funds are available on the due date. If the transaction is returned from the bank for any reason, a past due notice will then be mailed to you and the payment must be made at our office within 10 days. You will be responsible for all fees charged should your payment be returned for any non-payment reason. (These fees may include late charges, non-payment fees and collections fees.) Your automatic bank payment service may be cancelled if two payments are returned in a 12-month period for non-payment. We also reserve the right to cancel your automatic bank payment service at any time.

Record of Payment

The amount and date of your automatic payment will be shown on your bank statement. This is your proof of payment. If there is a question about a payment or if the amount differs from your bill for any reason, you must notify Jackson County Water within 30 days of the date on which the error occurred.

Termination

This authorization will remain in effect until we receive a written notice from you at least 5 business days prior to your due date or until your water service with us is terminated. You may send us a letter requesting the cancellation of Automatic Bank Payment Service (ACH) or stop by our office and sign a cancellation form. **At the end of your service, final bills will not be withdrawn via ACH. Please refer to your bill for other final payment options.**

Stop Payment

Please advise us of any request to stop payment. Charges and/or fees may be applied to any stop payments.

AUTHORIZATION TO START ACH PAYMENTS

Name: _____

Service address: _____

Customer account number: _____

Bank name: _____

Name as it appears on bank account: _____

Checking account number: _____

Routing number: _____

Customer contact phone number: _____

Please attach a voided check for verification.

I agree to the following *Terms of Agreement*:

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Accountholder is responsible for ensuring funds are available on the due date. If the transaction is returned from the bank for any reason, a past due notice will then be mailed to you and the payment must be made at our office within 10 days. You will be responsible for all fees charged should your payment be returned for any non-payment reason. (These fees may include late charges, non-payment fees and collections fees.) Your automatic bank payment service may be cancelled if two payments are returned in a 12-month period for non-payment. We also reserve the right to cancel your automatic bank payment service at any time.

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I authorize Jackson County Water Utility, Inc. to collect my monthly utility bill from the bank account listed above.

Signature: _____ Date: _____