

Authorization Agreement for Pre Authorized Payments Form

Customers choosing to participate in the automatic draft service will continue to receive a bi-monthly statement identical to the current bill, except "DRAFT" will appear on the bill. Because it is common to receive one bill not drafted before the process begins, you will still need to send payment for your next bill. Automatic payment will begin with the following bill.

The draft transfer will be drafted from the customer's bank account on the date the water bill is due, or the next working day, if the bank is not open for business on that day. If the amount being drafted should be questioned, the customer should contact the Finance Department to check reading for error prior to the draft being processed.

Customers wishing to begin this service should bring or mail a voided personal or business check and this completed form to the Finance Department. The Finance Department is located next to City Hall at 248 Hampton Street and is open Monday through Friday, 8:00 a.m. to 5:30 p.m.

I(we) hereby authorize the City of Walterboro, hereinafter called CITY, to initiate debit entries to my (our) Checking account indicated below at the depository name below, hereinafter called DEPOSITORY, to debit the same to such account for the payment of utilities owed to the CITY.

PLEASE PRINT

DEPOSITORY NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

ROUTING NUMBER _____ ACCOUNT NO. _____

This authorization is to remain in full force and effect until CITY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) _____ DATE _____

ADDRESS _____ UTILITY ACCT. NO. _____

SIGNED X _____ SIGNED X _____

Attach Voided Check Here