

## AUTHORIZATION AGREEMENT

I (we) hereby authorize Shannon Hills Water hereinafter called COMPANY, to electronically debit my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

### PRIMARY ACCOUNT:

\_\_\_\_\_  
(Financial Institution Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Routing Number)

\_\_\_\_\_  
(Account Number)

Type of Acct: \_\_\_ Checking \_\_\_ Savings

Date(s) and/or frequency of debit(s):

10th of every month

Amount to withdraw:

Amount Due

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

\_\_\_\_\_  
(Print Individual Name)

\_\_\_\_\_  
(Print Individual ID Number)

Water acct #

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM**

## Shannon Hills Bank Draft Policy

Shannon Hills Water Department has implemented a new Bank Draft option for their customers as a convenient way of paying your water bill each month automatically. Bank drafts will be made on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on either a Holiday or Weekend the draft will be taken the next business day.

If your draft is returned, the following will happen:

1. You will be charged \$1.00 processing fee that the bank will charge us.
2. Your return will be considered a returned check and you will be charged \$30.00 for a returned check charge.
3. You will receive an orange door hanger giving you 3 days to come pay for your draft that was returned by money order only.
4. If the Customer has not picked up their draft payment then your water will be disconnected and an additional \$25.00 will be charged for a disconnect fee.
5. If there are 2 returned drafts within a 12 month period you will not be eligible for this bank draft option.

Shannon Hills Water Department is excited to be able to offer our Customers this new option for paying your water bills.

By signing below, you agree to the rules above.

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Name

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Phone Number