



HARPERSVILLE WATER BOARD BANK DRAFT AUTHORIZATION FORM

To enroll in the Harpersville Water Board Automatic Bank Draft Program, please follow the guidelines specified below:

1. Complete the Bank Draft Authorization Form in its entirety.
2. Only checking accounts will be accepted. Attach a voided check to this form. Deposit slips and temporary checks will not be accepted.
3. Return the Bank Draft Authorization Form and a voided check to the Harpersville Water Board at 83 Town Hall Lane or via U.S. Mail at P.O. Box 340, Harpersville, AL 35078.
4. For security and account protection, all new and updated authorization forms will be subject to a pre-draft screening by your financial institution. This process, in most cases, requires 3-5 business days to complete.
5. Your checking account will be automatically drafted with the amount due on the water bill on the 1st or 15th of each month. If either date falls on a Saturday, Sunday, or federally observed holiday, accounts will be drafted on the next available business day.
6. Note: You will most likely not receive a bill until after your account is drafted if you select your payment date to be on the 1st of each month.
7. The word AUTOPAY will appear on your water bill.
8. After two (2) returns over a 12-month period, for any reason, from your banking institution, the automatic bank draft will be discontinued. Your water account will be subject to late fees and possible deactivation. You will be responsible for making payment by cash or money order.

DISCLAIMER

The Harpersville Water Board Automatic Bank Draft Program is provided as a service and benefit to the customers of the Harpersville Water Board. The Harpersville Water Board and the municipal official(s) distributing this form disclaim all responsibility and/or liability.

“I wish to have the Harpersville Water Board debit my monthly water bill, in full (including past due balances and applicable fees), each month directly from my account as indicated. I agree to notify the Harpersville Water Board immediately of any changes to the information so my outstanding balance may be debited properly.”

“I certify every effort has been made to ensure the accuracy of the information and contents of this form. I agree to relieve all responsibility and liability from the Harpersville Water Board as it pertains to the Automatic Bank Draft Program. I further agree to hold harmless the Harpersville Water Board from any responsibility, any delay, or loss of funds due to incorrect or incomplete information supplied by my financial institution, myself, or due to an error on the part of my financial institution in debiting funds from my account. It is my responsibility to notify the Harpersville Water Board immediately of any changes to my financial institution (i.e., change of account number or closure of account). This authorization will remain in effect until the Harpersville Water Board has received written notification from me of its termination in such time and in such manner as to provide the Harpersville Water Board a reasonable opportunity to act on it.”

I authorize the Harpersville Water Board to draft my account on the **1st** or **15th** (circle one) of each month.

Customer Name (Print) (As appears on bill)

Customer Signature

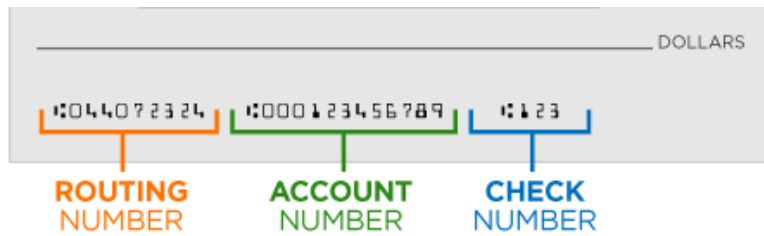
Date

Customer Service Address

Phone Number

Please note, due to timing differences, new or changed bank drafts may be debited after this form has been submitted. **DO NOT close your bank account without giving this office four weeks prior notice.**

A voided check must be attached to this form.



CHECKING ACCOUNT INFORMATION (REQUIRED)

Bank Name: _____

Routing Number: _____ Account Number: _____

FOR OFFICE USE ONLY

Customer No. _____

Received by: _____

Date: _____