

# Village of Hainesville Automatic Debit Authorization Agreement

 ELECTRONIC PAYMENTS SAVES TREES 

\_\_\_\_\_  
Name on the Utility Bill (Please Print)

\_\_\_\_\_  
Water/Sewer Bill Account Number

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

If you have a savings account, credit union or money market account, request your Routing Transit Number (RTN) and account number from the bank. Please pay from my/our:  Checking Account  Savings Account

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Routing Transit Number

\_\_\_\_\_  
Name of Financial Institution

By signing below, you authorize the Village of Hainesville to initiate Automatic Debits from your designated checking or savings account to make payments to your utility bill.

\_\_\_\_\_  
Name on Account (Please Print)

\_\_\_\_\_  
Name on Account (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Automatic Debit Commencement

Your automatic debit service will be operational and your required payment will be taken from the account you designated on the due date of your next bill. Your bill will indicate that it is being paid by auto-debit when this service is activated. Funds will be taken from the designated account on the due date listed on the monthly statement you receive. Payment due date is on the 10<sup>th</sup> of each month unless the 10<sup>th</sup> falls on a non-business day then the due date would be the next business day.

## Record of Payment

Your bank statement will indicate the amount and date of your automatic payment. Retain this record of proof of payment for future reference regarding your billing. If a question arises regarding your payment of the amount differs from your bill, you must notify us and your financial institution within sixty (60) days of the date of the questioned statement. Your financial institution will advise you of rights concerning the error.

## Availability of Funds

You are responsible for having enough money in the account you designated on the payment due date. You are responsible for any fees associated with non-sufficient funds. The Village of Hainesville charges \$25.00 for non-sufficient funds; your financial institution may also have a charge for non-sufficient funds. Automatic Debit authorization may be cancelled if two payments are returned in a 12 month period.

## Termination

Your services will remain active and in effect unless the Village of Hainesville receives 30 days written notice of cancellation. Every effort will be made to honor requests. In any event, upon written request automatic debit service will be cancelled as soon as possible.

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