



## AUTO PAY AUTHORIZATION FORM

AutoPay allows Cross Valley Water District (CVWD) to withdraw the amount due on the 10<sup>th</sup> day after the bill date of the current billing from the customer's checking or savings account. AutoPay cannot be used for a one time automatic withdrawal. A customer may not make Payment Arrangements when using AutoPay. AutoPay can be removed at anytime per the customer's signed authorization. Closing bills will not be set up for AutoPay. Closing bills will need to be paid by check or cash. AutoPay will be removed from the account when withdrawals from the bank are rejected and the account will be charged a penalty. If a customer is removed from AutoPay due to a rejected withdrawal then they will not be eligible for eight billing cycles.

The bank is sent the information to verify everything is set up correctly. A confirmation letter will be sent to the customer once the account has been set up on AutoPay along with the date that AutoPay becomes active. The account becomes active approximately 30 days after the account is set up on AutoPay. An "AutoPay" message prints on the customer's statement. The first billing statement may need to be paid by check or cash depending on when AutoPay becomes active. Any change in bank information requires a new pre-note transaction.

To establish AutoPay on an account with CVWD the customer must provide the following:

1. Return completed and signed AutoPay Authorization Form to CVWD.
2. Provide a voided check on the customer's bank account the payments are to be drawn from, along with the Checking or Savings account number whenever withdrawals are to come from such an account.

**Please complete the following:**

Today's Date: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Customer's CVWD Account No.: \_\_\_\_\_

Customer's Service Address: \_\_\_\_\_

Customer's e-mail address: \_\_\_\_\_

Please check one I would like to receive bills by  e-mail  mail  both email and mail

Automatic withdrawals from (select one):  Checking Account or  Savings Account

Bank Routing No.: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

You will receive confirmation from Cross Valley Water District that you are set up for auto pay and we will verify the date it will be taken out of your account.