

CITY OF BOWDON WATER DEPARTMENT
AUTOMATIC UTILITY PAYMENT PLAN AGREEMENT AUTHORIZATION FOR
DIRECT WATER/UTILITY PAYMENTS (ACH DEBITS/CREDITS)

Company/Individual

Name _____ Phone Number _____

I (we) hereby authorize the City of Bowdon Water Department, hereinafter called The City of Bowdon, to initiate debit/credit entries to my (our) checking account indicated below at the financial institution named below, hereinafter called Depository, and to debit/credit 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.

(Complete information below or attach a voided check)

Depository Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____ **Bank** Acct. Number _____

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

City of Bowdon **Water** Account Number(s):

Service Address:

Signature _____ Date _____

Name (print) _____

Signature _____ Date _____

Name (print) _____

NOTE: ALL WRITTEN DEBIT/CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

ABOUT THE AUTOMATIC UTILITY PAYMENT PLAN

WHAT IS THE AUTOMATIC UTILITY PAYMENT PLAN? The Automatic Utility Payment Plan is a convenient way to pay your utility bills at no extra cost to you. We automatically draft (debit) the amount of your monthly bill from your bank account. You avoid late fees, postage, checks, mailing and having to pay in person. It's all electronic – all you do is maintain a sufficient bank account balance.

HOW DO I SIGN UP? Just complete and sign the attached application, then attach a voided check and return it to:

City of Bowdon Water Department
182 Grammar School Rd.
Bowdon, GA 30108

Or email the application to:

jlapointe@bowdon.net or
gjessen@bowdon.net or
hharris@bowdon.net

HOW MUCH DOES THE AUTOMATIC UTILITY PAYMENT PLAN COST? Bowdon Water Department does not charge for this service; it is free. Charges will only be assessed for insufficient funds at \$35 per occurrence (same as returned check fee).

WHEN WILL MY ACCOUNT BE DRAFTED? Your bank account will be drafted on the 15th of each month, or the preceding business day if the 15th falls on a holiday or weekend.

HOW DO I STOP OR MAKE CHANGES TO THE AUTOMATIC UTILITY PAYMENT? You may stop or make bank changes by notifying us in writing. For bank or account changes resubmit new agreement and banking information along with a voided check if applicable. Please allow City of Bowdon and your bank a reasonable opportunity to act on the termination or changes.

Send termination notices to:

City of Bowdon Water Department
182 Grammar School Rd.
Bowdon, GA 30108

Or email the notification to:

jlapointe@bowdon.net or
gjessen@bowdon.net or
hharris@bowdon.net

If you have any questions, please call us between 8:00 a.m. and 4:30 p.m. Monday – Friday at 770-258-8980.