

AUTOMATIC BANK DRAFT

Save Time and Money Paying your Bills!

With our Bank Draft Program, you can have your monthly water bills paid automatically through your checking account. This saves you time and the expense of postage and envelopes. In addition, you will never have to worry about being late with your payment.

Here's How the Bank Draft Program works! Each month, you will be sent a statement showing the amount of your water bill. The water bills are due on the 10th of each month, on the 9th of each month your account will be drafted for the amount due on your water bill. If this date falls on the weekend or on a holiday, it will be drafted out on the next business day.

Signing Up is Easy! Simply complete the Automatic Bank Draft Authorization Form, attach a voided check, and return both documents to us. Your account will require a zero balance for the program to begin.

Please complete and return the Automatic Bank Draft Authorization Form along with a voided check to our office or mail to the following address:

East Allen Water Works
4033 Highway 26
Oberlin, LA 70655

If you have any questions about this program, please contact Stephanie or Melissa at (337) 639-4956 or (337) 603-9705. You can also contact us on our website, www.eastallen.myruralwater.com or by E-mail, eastallenwaterworks@hotmail.com.

AUTOMATIC BANK DRAFT AUTHORIZATION FORM

Personal Information

Account Name

Mailing Address

City, State, Zip

E-Mail Address

Financial Information

(attach voided check)

Name of Bank, Credit Union or Savings & Loan

Bank Address (City, State, Zip)

Bank Routing Number (first 9-digit at bottom of check)

Checking Account Number

I (we) hereby authorize East Allen Water Works to initiate debit entries to my (our) ____ Checking Account/ ____ Savings Account (select one) indicated below at the depository financial institution named above and 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.

Signature (as accepted by Bank, Credit Union or Savings & Loan)

Date

Please include the Water Service Account number and service address you would like to include in this service:

Account/Location Number

Service Address

Authorization, Terms, and Conditions: By completing the enrollment form to East Allen Water Works, you authorize East Allen Water Works to automatically debit your checking account the **9th** of each month according to terms of said bill. Your payments will be debited from your checking account on the date indicated on your water bill. This authorization applies to the account shown on the enrollment form above. Your participation is subject to East Allen Water Works approval. East Allen Water Works has the right to terminate this payment option at any time. You may discontinue this service at any time with 30 day advance written notice to East Allen Water Works. If for any reason the draft is returned, you will be required to pay the amount of the bank draft transaction plus a return fee of \$25.00 in cash, money order or credit card. All charges, terms and conditions are subject to change. Any adjustments to your account balance received up to five business days before your payment date may be reflected in your direct debit amount. East Allen Water Works is not responsible for any bank fees as a result of this program. East Allen Water Works reserves "right to terminate" option if your bank returns a payment. This agreement does not alter in any way the terms and conditions of your water service Agreement or separately negotiated contract.

Send completed information, **signed with a voided check** to:

**East Allen Water Works
4033 Highway 26
Oberlin, LA 70655**

Authorized Initial: ____ Authorized Date: ____

ATTACH VOIDED CHECK HERE