

Authorization Agreement
for
ACH In-House Direct Debit Pre-Authorized Debit
South Tahoe Public Utility District
(Revised 10/11/2)

I (we) hereby authorize South Tahoe Public Utility District, hereinafter called STPUD, to initiate debit entries to my (our) Account at the financial institution named below, hereafter called Bank. **I am attaching a voided check (no deposit slips).**

Bank Name: _____

Bank Account No: _____ Transit/ABA No: _____

This authority is to remain in full force and effect until Bank and STPUD have received written notification from me (or either of us) of its termination a minimum of 1 (one) month prior to the next scheduled withdrawal. All provisions of the STPUD's Administrative Code pertaining to billing, charges and fees shall remain in full effect.

Name: _____ Name: _____

STPUD Acct. No: _____ Site Address: _____

- I understand that my autopay will not be deducted until the next month. I will make arrangements to make a one-time payment for this billing to avoid penalties. **Initials** _____

Date: _____ Signed: _____ Signed: _____

Automatic Payment

- By completing this form you are making arrangements for automatic payments for **the next billing cycle**.
- Fill out this Authorization form for Automatic Payment and return it to the Customer Service Office, **along with a voided check from your account (no deposit slips)**.
- Make sure you return the required authorization form and your voided check no later than **2 weeks before this current month ends** (e.g., if the billing is January, you would need to submit the paperwork no later than January 17).
- The District will deduct the total amount owing **on the last business day before your due date**. (e.g., if the billing is for January your payment will be taken out on January 31 if it falls on a business day. Otherwise, it will be deducted the previous one to two business days before January 31).
- If you should have any questions prior to enrollment, feel free to call Customer Service at (530) 544-6474.
- If any of the data you have submitted changes, you **must notify the District** of those changes (bank name, account number, property sold, etc.) **a minimum of two weeks before the automatic withdrawal is scheduled**.
- **Important: if you sell your property please notify us immediately to delete you from the automatic payment program, otherwise we will continue to debit from your checking account.**
- If you own multiple properties in our district **you must complete a separate form for each property**.
- If your STPUD automatic payment is returned from the bank **there will be a twenty-five dollar returned check fee assessed to your account**.
- STPUD reserves the right to cancel you from the automatic payment program in the event your debits are returned
- Only the owner of record of a property may participate in this program