

Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your bank account every month. Recurring payments will make your life easier because it saves you time and postage. It also eliminates late charges. Your bill will be paid even if you're out of town. **Here's How Recurring Payments Work:** When you fill out the form below, you authorize Idlewood WCID to charge your checking or savings account every month for your sewer bill. Charge will appear on your bank statements as an "ACH Debit". You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. So when/if sewer rates change each year, you will receive an email with the new rate and will be charged accordingly. If you wish to stop Idlewood WCID from autodrafting your bank account, Idlewood WCID must receive in writing at least 10 days prior to drafting that you would like to end this service. Also, we charge a \$1.00 fee for processing the ACH debit. Note: (For Idlewood Homeowners only): If you wish to have your homeowner dues drafted as well, indicate below. If these rates change yearly (usually in February if they do change), you will be charged accordingly, but an email or letter will go out with the increase in homeowner dues. Just complete and return form to Idlewood WCID in the drop pole or come by the office MWF (1-5). Form must be received 10 days before the due date of the next bill. ACH drafting will begin on the following 10th, after receiving this form. For example, all forms received January 2nd-February 1st, will be set to draft February 10th for the February bill. And forms received February 2nd to March 1st will be set to draft March 10th, for the March bill and so on. If the 10th falls on a non-business day or a federal holiday, the draft will fall on the following business day. Note: You will still get a paper bill every month. It will not indicate that you are on autopay. So expect the same looking green bill every month. If you move or choose to cancel this draft a written notice needs to be turned into the sewer office 10 days prior to the actual draft date. Keep the top portion of this letter.

Please complete the information below and return to sewer office (Keep top portion):

I _____ (full name) authorize Idlewood WCID to debit my checkings/savings account indicated below for: (circle one)

\$ _____ (fill in your monthly rate)

+ \$ 1.00 (processing fee)

Please print legibly your email address

+ \$ _____ (homeowner dues for Idlewood if you choose to pay)

= \$ _____ (Total Draft).

Signature X _____ Date: _____

ATTACH A VOIDED CHECK HERE

I understand that this authorization will remain in effect until I cancel it **IN WRITING**, and I agree to notify Idlewood WCID in writing of any changes in my account information or termination of this authorization at least 10 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH transaction being rejected for Non-Sufficient Funds (NSF), I understand that Idlewood WCID will notify me with a letter and I will have to pay with cashier's check or money order for that month plus charges and for each month after that. I also understand that I will be taken off ACH draft and personal check writing for a period of one year and will then have to ask permission to get back on ACH draft or write with personal checks. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US Law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank so long as the transactions correspond.

Office use: Bank set up: _____ Process fee Batch: _____ Dues Batch: _____