

**Authorization Agreement**  
**for**  
**ACH In-House Direct Debit Pre-Authorized Debit**  
**South Tahoe Public Utility District**  
(Revised 5/15/13)

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: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

**Automatic Payment**

- By completing this form you are making arrangements for automatic payments for ***the next available quarter***.
- 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 quarter ends*** (e.g., if the quarter is January 1 through March 31, you would need to submit the paperwork no later than March 15).
- Beginning first quarter of your enrollment the District will send you a regular quarterly bill for water/sewer services, with "***Autopay***" on the bill. This bill is sent to you only as a record and is ***not intended for payment***.
- The District will deduct the total amount owing ***on the last business day of each quarter***. (e.g., if the quarter is January 1 thru March 31, your payment will be taken out on March 31 if it falls on a business day. Otherwise, it will be deducted the previous one to two business days before March 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