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