WATERWORKS DISTRICT #7 EAST FELICIANA PARISH

12082 MARSTON STREET

PO BOX 8424

CLINTON, LA 70722

(225)683-9124 / (225)683-9120 (fax)

“This institution is an equal opportunity provider.”

**Automatic Bank Draft Policy**

The Direct Payment (PPD) application provides the ability to collect funds from customer accounts. Waterworks District #7 will benefit from the reduced payment handling and processing. Customers benefit from eliminated check writing, postage expense and cost related to the processing of checks, money orders or cash. The Direct Payment application is effective for recurring bills such as utility bills. In order to become a participating member of Waterworks District #7 Monthly Automated Bank Draft, please read and sign the following rules and regulations.

1. Waterworks District #7 will issue a monthly billing statement on the 1st of each month.
2. The **“Net Amount due if paid by the 15th”** will be deducted from the customer’s account when processing the Automatic Bank Draft.
	1. Your bill reflects your usage from the prior month; therefore, the **“Amount Due if Paid by the 15th”** will vary each month.
3. Automatic Bank Drafts will be deducted from the customer’s account on the 15th of each month.
	1. Should the 15th of the month fall on a weekend then the draft will be processed on the Monday following the weekend.
	2. Should the 15th of the month fall on a Federal Reserve holiday then the draft will be processed on the next business day following the holiday.
4. If you have a conflict with your billing statement and wish to place a “hold” on your monthly bank draft, you must submit your request in writing prior to the 10th of the month. At that time, you will be responsible for making arrangements to pay the bill by other means. Once the conflict has been resolved and you wish to resume your monthly bank drafts, you must submit your request in writing.
	1. Drafts placed on “hold” will remain as such for a period up to (2) months. If the draft is not resumed within (2) months, your account will revert back to manual payment processing, and you will be required to reapply for Automatic Bank Draft should you wish to continue to have your payments automatically drafted.
5. Upon your application for Automatic Bank Draft, Waterworks District #7 will submit a Pre-notification to your account to confirm validity.
	1. Pre-notification is done on the 1st or the 15th of each month depending on when you apply for Automatic Bank Draft.
	2. Your monthly Automatic Bank Draft will begin on the 15th of the month following confirmation of your pre-notification.
6. If Waterworks District #7 receives notification of a NSF, Uncollected Funds, Stopped Payment, Authorization Revoked, or Non-Authorized Entry, the draft will **NOT BE REINITIATED**. Waterworks District #7 will assess a $30 NSF Fee and any bank service charges. Waterworks District #7 will require that the balance due including the $30 NSF Fee and any bank charges be paid in a money order at our office at 12082 Marston St in Clinton, LA. Waterworks #7 will utilize the current NSF Policy for notification, collection, and disconnection.

I hereby agree to the terms set forth in this policy and wish to make my monthly water utility payment paid to the order of Waterworks District #7 by Monthly Automatic Bank Draft

Customer Name Account Number Date

*“USDA Rural Development is an Equal Opportunity, Provider, and Employer.” If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at*

[*http://www.ascr.usda.gov/complaint filing cust.html*](http://www.ascr.usda.gov/complaint%20filing%20cust.html)*, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, by fax (202)690-7442 or email at program.intake @usda.go*

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**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)**

**Please Print**

|  |  |
| --- | --- |
| **Service Address** | **WW#7 Account Number** |
| **Name** *(Customer’s name as it appears on account)* |
| **Mailing Address:** |
| **Telephone Number:** |

I am providing a VOIDED Check or a letter from my financial institution containing my routing number and account number to be used in processing my application for this ACH Debit. I (we) hereby authorize **WATERWORKS DISTRICT #7**, hereinafter called WW#7 to initiate debit entries to my (our) \_\_\_\_\_ checking account, \_\_\_\_\_ savings account (select one) indicated below at the depository financial institution, hereinafter called DEPOSITORY, 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. I (we) acknowledge that the debit entries to my (our) account will vary month to month.

|  |
| --- |
| **Depository Name:** (Bank/Financial Institution Name) |
| **City, State, & Zip:** (Bank Mailing Address) |
| **Routing Number:** | **Account Number:** |

This authorization is to remain in full force and effect until WW#7 has received written notification from me (or either of us) of its termination in such time and in such manner as to afford WW#7 and DEPOSITORY a reasonable time to act on it.

|  |  |
| --- | --- |
| Signature | Electronic Signature (Enter Last 4 of SS#) |
| Date: | **Copy of Voided Check must be attached in order to process application.** |

*ATTACH COPY OF CHECK HERE*

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