

JOSHUA BASIN WATER DISTRICT  
AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

**AUTOPAY REQUEST**

I (we) hereby authorize the Joshua Basin Water District, hereinafter called the DISTRICT, to initiate debit entries to my (our)  Checking Account named on the attached voided check/  
 Savings Account financial institution named below, hereinafter called the DEPOSITORY, and to charge 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.

This authorization is to remain in full force and effect until the DISTRICT has received notification from me (or either of us) of its termination in such time and in such manner as to afford the DISTRICT and the DEPOSITORY a reasonable opportunity to act on it. The signatures of **all** account owners are required for this authorization.

\_\_\_\_\_  
PRIMARY ACCOUNT HOLDER

\_\_\_\_\_  
SECONDARY ACCOUNT HOLDER (JOINT ACCOUNT)

\_\_\_\_\_  
JBWD Service Address

\_\_\_\_\_  
JBWD Account Number

\_\_\_\_\_  
Daytime phone number

Deduct my monthly water bill payments from my:

Checking  Savings Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Routing Number \_\_\_\_\_

PLEASE ATTACH AN ORIGINAL VOIDED CHECK FOR CHECKING ACCOUNT PAYMENT  
OR A DEPOSIT SLIP FOR SAVINGS ACCOUNT PAYMENT.

**Note: Direct Payment will typically take two billing cycles (months) to be effective. You will need to pay your bill by some other method until that time. Your bill will indicate "Direct Payment on (date)" once direct payment is effective.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature is mandatory and must match the name(s) on the voided check.

## **Auto Pay Information**

Auto Pay is a convenient automatic payment option that allows you to pay your monthly water bill directly from your checking or savings account without writing a check.

### **How do I sign up?**

Complete the attached Auto Pay Request form. Return the original signed request to the District along with a voided check for payment from your checking account or a deposit slip for payment from your savings account.

### **When will Auto Pay start?**

Auto Pay will normally take effect within two billing cycles of the date your request is received. Please continue to pay your bill until it indicates that Auto Pay has taken effect. The Auto Pay deduction from your account will be made on the 19<sup>th</sup> of the month, unless that date falls on a weekend or holiday, in which case the payment will be deducted on the next business day.

### **Can I select the date that payment is made?**

No. Auto Pay will automatically deduct your payment as indicated above.

### **Will I still receive a bill?**

Yes, you will receive your monthly bill indicating the amount that will be automatically deducted from your account.

### **What if I don't agree with the bill amount?**

Please contact the District immediately to correct any problems prior to the due date.

### **What if I have more than one account?**

You must submit a request for each account you wish to enroll in Auto Pay. If all payments are to be paid from one account, only attach one voided check or deposit slip. If you use different accounts, a separate voided check or deposit slip must accompany the appropriate request forms.

### **What if I close out my existing account and request to start up service at a different address?**

You must submit a request for each account you wish to enroll in Autopay.

### **What will happen if there are insufficient funds in my account?**

On the first occurrence, the normal returned check charge and tag fee will be added to your account and, in addition to the bill due, must be paid in full. On the second occurrence, the same fees will be added and you will be dropped from the Auto Pay program. You will also be required to pay your account on a cash only basis for at least 18 months. Additionally, if payment is not made before the delinquent date indicated on your statement, penalties will be applied.

### **What happens if I change banks?**

Notify the District immediately by completing a new Auto Pay request for each account with the new banking information. During the transfer process, you will need to ensure that payment is made on your account until the transfer takes place.

### **How can I stop Auto Pay?**

Just give us a call and tell us. Auto Pay will end within 10 days of your request. If you have any questions about the program, please contact us at (760) 366-8438.