

VILLAGE OF SPRINGVILLE
 5 W.Main Street, PO Box 17 • Springville • NY • 14141
 (716) 592-4936• phone

AUTOMATIC BANK DRAFT AUTHORIZATION FORM

INSTRUCTIONS: This form gives the Village of Springville (VOS) permission to debit the designated checking or savings account monthly for the total balance of your utility bill(s). Please print in ink or type. Complete this form in full, sign your name, and date. Attach a blank check marked VOID or a savings deposit slip. Return this form with voided check or deposit slip to the VOS at the address listed above.

John & Jane Doe 123 Main Street Anytown, NY 12345	Date <u>January 1, 2006</u>	1234
PAY TO THE ORDER OF _____ \$ _____	Dollar	
For _____		
: 090090099 :	1357902468	1234
Bank Routing Number	Account Number	Check Number

The routing number is usually found at the far left of the row of digits and symbols on the bottom of your check. It is always found between the symbols |: and |:

UTILITY CUSTOMER INFORMATION	ACCOUNT NUMBER:	
	NAME:	
	SERVICE ADDRESS:	
	DAYTIME TELEPHONE NUMBER:	()
BANK INFORMATION	NAME AS SHOWN ON YOUR BANK ACCOUNT:	
	BANK NAME:	
	ADDRESS:	
	ROUTING NUMBER: (see sample check above)	
	ACCOUNT NUMBER::	
	ACCOUNT TYPE:	<input type="checkbox"/> CHECKING OR <input type="checkbox"/> SAVINGS

I understand that I may withdraw from the automatic bank draft plan by providing written notice to the VOS before the first business day of the month I want the withdrawal to become effective. The VOS may terminate the automatic bank draft plan or my participation in the plan at any time. Draft items rejected or returned as unpaid by my bank are treated as a returned check. A service charge will be assessed and failure to make the payment good by a prescribed date will result in utility service interruption.

I understand the VOS is committed to maintaining my privacy and safeguarding my non-public personal information and has established procedures to ensure that the confidential information I provide is maintained properly. I further understand that my bank account information will be used only for the purpose of setting up my automatic payment to the VOS and that my bank account information will be kept confidential.

By completing and signing this form, I authorize the VOS to draft the amount of my monthly utility bill(s) from the bank account named above. I understand that once my utility account has been setup by VOS personnel for drafting, a prenote¹ will be generated. No drafting can occur during the prenote process which takes approximately thirty (30) days. Once the banking information has been verified and is correct, my account will be drafted during the next billing cycle on the 15th of the month (if this falls on a weekend or holiday it will be the next business day). I accept the responsibility to pay on my utility account(s) until I receive a bill that states "DO NOT PAY - PAID BY DRAFT."

Bank account holder signature(s)

Date

¹ A commonly used term for an Automated Clearing House (ACH) prenotification. It is a zero dollar transaction that tests the validity of the bank account information entered.