



Town of La Plata
Utility Payment
Automatic ACH Withdrawal Authorization
Instructions & Terms

INSTRUCTIONS:

Fill out the accompanying form. Please print or type all of the information.

The person(s) completing the form must return the completed form to the Finance Office in the Town Hall in person and must provide some form of picture identification to the Town staff at the time they submit it, documenting that they are the person(s) who signed the form.

TERMS & CONDITIONS:

The automatic withdrawal will become effective for the first billing cycle that ends after the authorization has been submitted.

Customers electing to pay their bills via this process will still be mailed bills each quarter and will have ample time from the date the bills are mailed until the due date to contact the Town re: any issues they may have with their bill and get them resolved before their account is drafted.

It is the customers responsibility to ensure there are adequate funds in their account to cover their payment at the time that the withdrawal is scheduled to occur and will be subject to fees and interest if there is not.

It is the customers responsibility to make sure their payment is withdrawn from their account prior to the due date and may be subject to late fees and interest if it is not.

If a customer desires to change or terminate this service once it has been initiated, they must communicate their desires to the Town in writing, a minimum of two weeks before the end of the calendar quarter.



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Form

Utility Account Information [as it appears on your utility bill(s)]

If you want to pay the bills for mutiple utility accounts from a single bank account, please provide the following information for each of the utility accounts - attach additional pages as needed.

Name(s) on account

Account Number

Service Address

Bank Account Information

Name(s) on Account

Account Type
Checking Savings
[] []

If you have chosen to use a checking account, please attach a voided copy of a check to this form

Bank Name

Bank Routing Number
9 digit number

Bank Account Number

I (we) hereby certify that I (we) have the rights and authority to authorize the ACH withdrawal of funds from the above referenced account and hereby authorize the Town of La Plata to automatically withdraw the amount I (we) owe for Town utilities, from this account, each quarter, two to five days before the due date specified on the quarterly bill.

Signature(s)

Date

All information provided will be used solely for the purpose of drafting Town utility payments from customer accounts. None of the information provided shall be made available to or shared with other entities, except as required to facilitate the drafting of the payments.

For Office Use Only

Identity Verification

ID Type

ID Number

Initials Date

System Input

Initials Date