

**SHADY GROVE UTILITY DISTRICT
ACH AUTHORIZATION**

ENROLL

Authorization Agreement for Automatic Debits (ACH) Bank Draft Payment Enrollment. Complete the ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office with a VOIDED check. Once activated your bill statement will display the message MEMO BILL-DO NOT PAY. The actual withdrawal from your bank account will occur on the due date of your current bill.

WITHDRAWAL

You may withdraw from the ACH payment option by completing the form below. Withdrawal from the ACH payment option will occur after the current utility bill has been processed.

CHANGE OF BANKING ACCOUNTS

You may change bank accounts by completing the form below and enclosing the form and a VOIDED check from the new bank account. The change will be reflected after the current utility bill has been processed by your financial institution.

NON-SUFFICIENT FUNDS

ACH payments returned for insufficient funds or other reasons will be subject to NSF fees and also Reconnect Fees if not paid with 7 days of return.

PLEASE CHECK ONE

ENROLL _____ WITHDRAW _____ CHANGE BANK ACCOUNT _____

WATER ACCOUNT #: _____

NAME ON ACCOUNT: _____

SERVICE ADDRESS: _____

NAME OF BANK: _____

ABA/ROUTE #: _____ **BANK ACCOUNT #:** _____

I authorize the Shady Grove Utility District (SGUD) to initiate debit entries for payment of utility bills each month if necessary, to initiate credit entries and adjustments for any debit entries in error to my bank account at the financial institution names above. This authority is to remain in effect until SGUD has received written notification from me of its termination in such time and manner as to afford the SGUD and the financial institution a reasonable opportunity to act upon it.

SIGNATURE: _____ **DATE:** _____