

**AUTOMATIC UTILITY PAYMENT PLAN AGREEMENT AUTHORIZATION  
FOR DIRECT DEPOSITS/PAYMENTS (ACH DEBITS/CREDITS)**

**Company/  
Individual**

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

I (we) hereby authorize the City of Danielsville, Water Works Department, hereinafter called COD, to initiate debit/credit entries to my (our) \_\_\_\_\_ Checking Account/ \_\_\_\_\_ Savings Account (select one) indicated on the attached voided check at the depository financial institution named on such document, hereinafter called DEPOSITORY, and to debit/credit 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 COD has received **written notification** (signed by all names on bank account) of its termination in such time and in such manner as to afford COD and DEPOSITORY a reasonable opportunity to act on it.

**List of COD Account Number (s)** \_\_\_\_\_

\_\_\_\_\_  
(Please attach list of accounts if more space is needed.) OR \_\_\_\_\_ Check here for all accounts for this customer

**ATTACH VOIDED CHECK** \***Dollar limit if desired** \$ \_\_\_\_\_

\*If charges exceed dollar limit specified, the customer will be required to pay entire bill manually (cash or check). A payment that is over the limit **cannot** be processed electronically.

(All names on bank account need to sign below)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ALL WRITTEN DEBIT/CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

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**COD USE ONLY:**

Entered By \_\_\_\_\_ Date \_\_\_\_\_

Customer Number \_\_\_\_\_ Cycle # \_\_\_\_\_ Bank Name \_\_\_\_\_

Routing # \_\_\_\_\_ Bank Acct # \_\_\_\_\_ Bank # \_\_\_\_\_

Cancellation Entered By \_\_\_\_\_ Date \_\_\_\_\_

## **ABOUT THE AUTOMATIC UTILITY PAYMENT PLAN**

**WHAT IS THE AUTOMATIC UTILITY PAYMENT PLAN?** The Automatic Utility Payment Plan is a convenient way to pay your utility bills at no extra cost to you. We automatically draft (debit) the amount of your monthly bill from your bank account. You avoid late fees, postage, checks, mailing and having to pay in person. It's all electronic -- all you do is maintain a sufficient bank account balance.

**HOW DO I SIGN UP?** Print this on-line application. Then, just complete and sign the application, attach a voided check and return it to:

City of Danielsville, Water Works Department  
P O Box 339  
Danielsville, GA 30633

**HOW MUCH DOES THE AUTOMATIC UTILITY PAYMENT PLAN COST?** COD does not charge for this service. It is free. Charges will only be assessed for insufficient funds at \$35 per occurrence (same as returned check fee).

**WHEN WILL MY ACCOUNT BE DRAFTED?** Your bank account will be drafted on the due date that appears on your utility bill or the preceding business day if your due date falls on a holiday or weekend.

**WHEN WILL THE AUTOMATIC UTILITY PAYMENT PLAN START?** You will be notified by a message on the bottom of your utility bill the month before your first draft. You may stop paying by check when you see a special bill message on the bottom of your bill, which will state the date we will draft your payment. There is no cancelled check, but your bank statement will show the amount, date and "ACH Transfer-City of Danielsville" as payee.

**HOW DO I STOP AUTOMATIC UTILITY PAYMENT?** You may stop by notifying us, in writing, of your wish to discontinue paying automatically. Note: all names on bank account will need to sign cancellation request. Please allow COD and your bank a reasonable opportunity to act on the termination (approx. 2 months). Once terminated, you will no longer see the draft message and you will need to pay by cash or check.

Send termination notices to:

City of Danielsville, Water Works Department  
P O Box 339  
Danielsville, GA 30633

If you have any questions, please call us between 8:00 a.m. and 5:00 p.m. Monday - Friday at 706-795-2011.