



WILLIAMSPORT MUNICIPAL WATER AUTHORITY

And

WILLIAMSPORT SANITARY AUTHORITY

253 WEST FOURTH STREET

WILLIAMSPORT, PA 17701

(570) 323-6148

## **AUTHORIZATION AGREEMENT FOR DIRECT WITHDRAWAL**

- Step 1:** Complete all line items on this agreement. All names on checking/savings account must sign and date both the front and back page of this agreement.
- Step 2:** Attach a voided check or savings account deposit slip to your completed Agreement.
- Step 3:** Return completed agreement to the Williamsport Municipal Water Authority along with payment of any outstanding account balance.

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I (We) authorize Williamsport Municipal Water Authority (WMWA) to initiate debit entries to my (our) account identified below. I (We) also authorize the financial institution identified below to debit the same amount from my account.

This authorization is to remain in full force and effect until WMWA has received written notification (signed by all names on checking/savings account) to terminate in such time and manner as to afford WMWA and the financial institution (identified below) a reasonable opportunity to act on it. I also understand that the aforementioned financial institution and WMWA reserve the right to terminate this payment option and/or my participation.

### **PLEASE PRINT LEGIBLY:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

WMWA Account # \_\_\_\_\_

Service Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Account Type:  Checking  Savings Account # \_\_\_\_\_

Routing # \_\_\_\_\_

Signatures of all names on Account:

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

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

PLEASE ATTACH A VOIDED CHECK OR SAVINGS ACCOUNT DEPOSIT SLIP

## **Important Information Concerning the WMWA Direct Withdrawal System**

Please read carefully. Your signature at the bottom of this page indicates your agreement with the conditions as stated. The Authorization Agreement will not be activated without your signature on this page.

- The Direct Withdrawal system will allow customers of the Williamsport Municipal Water Authority and Williamsport Sanitary Authority to have their normal quarterly consumption bill paid automatically via direct withdrawal from their checking or savings account. Other charges such as frozen meter replacement, meter testing, temporary meter charges, and remove/reset meter charges will not be eligible for direct withdrawal. Additionally, the cost and consumption charges associated with final meter readings will not be eligible for direct withdrawal.
- The account chosen for direct withdrawal will need to have sufficient funds available for withdrawal on the due date as shown on your bill. If sufficient funds are not available, your account will be considered delinquent, you will be removed from direct withdrawal, and your account will be subject to the following fees:
  - 10% Late payment penalty
  - \$25 Returned ACH debit charge
- Delinquent accounts that have been removed from direct withdrawal will be re-activated only after the account is paid in full. Delinquent accounts are subject to additional fees and termination of water service unless paid in full prior to the termination date.
- If you would like to sign up for direct withdrawal for more than one WMWA account, list the account numbers and service addresses on a separate piece of paper and attach to the Authorization Agreement.
- You will need to complete a new Authorization Agreement for any change in financial institution or account number.
- The amount that will be withdrawn will be the “Amount Due” as shown on the WMWA invoice, and will include both water and (when applicable) sewer consumption charges. Sanitary sewer charges that are not billed and collected by the WMWA will not be eligible for direct withdrawal.
- After you sign up for direct withdrawal, your bills will have all of the standard billing information and the statement “Bank Draft – Do Not Remit”. If your bill does not have this statement, it is not set up for direct withdrawal.

I certify that I have read and agree with all of the terms/conditions stated here.

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Signature and Date

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Signature and Date