

## UTILITY PAYMENT AUTOMATIC TRANSFER AUTHORIZATION

In order to provide convenient monthly payments of my/our water/sewer bill, I authorize The Village of Green Springs to transfer funds from my checking/savings account for the utility account designated below. The total amount authorized to be transferred each month will be the amount of my bill. I understand that if my bank cannot pay this transfer, my account will be considered delinquent. This authorization includes any adjusting entries to correct errors.

The account is the name of: _____	Service Address: _____
Bank Routing # _____	Utility Account # _____
Bank Account # _____	Name/Address of Financial Institution: _____ _____ _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Account Holder's Name(s): _____	Telephone _____
Print Name _____	Signature/Date _____
Print Name _____	Signature/Date _____
Both parties of joint account must sign and date this authorization.	

### Important Information of Automatic Water/Sewer Payment Customers

- Your payment will be withdrawn on the due date of your monthly bill.
- We are not able to debit Money Market or Investment Accounts
- We will try to debit your account once. If there are insufficient funds, a non-sufficient funds (NSF) fee will be added to your utility account and you will be responsible for making payment at the office of The Green Springs Water Clerk. Automatic payment will resume when your account has been brought current. If a utility account is NSF more than twice, it will be removed from the auto-payment plan.
- This authorization will continue in effect until the utility customer notifies the Green Springs Water Clerk in writing at least 10 days prior to the next billing.

**Please allow up two billing cycles for automatic payments to be activated.**

Authorization form and/or termination notice may be mailed to: Green Springs Waterworks Clerk, P.O. Box 536, Green Springs, OH. 44836 or dropped off at the Village Municipal Building at 120 Catherine Street, Green Springs, OH.