

**SOUTHWEST MILAM WSC  
P.O. BOX 232  
ROCKDALE, TX 76567  
512-446-2604 www.swmilamwater.org**

**PREAUTHORIZATION BANK DRAFT AGREEMENT POLICY**

The Southwest Milam Water Supply Corporation Board of Directors hereby adopts the service of Automatic Payment of bills by Bank Draft. This service is provided at no charge.

Members or Customers choosing to participate in the Automatic Bank Draft Service will continue to receive a monthly water bill, except "PAID BY DRAFT" will appear on the bill.

Water bills will be mailed to all Members or Customers around the **25<sup>th</sup>** of the month and bills will be due by the **10<sup>th</sup>** of the following month. The draft amount will be sent to the bank within 3 working days of the due date and will be drafted from the Member's or Customer's bank account.

Members or Customers participating in this automatic drafting service will need to examine their monthly water bill prior to the draft being charged to their account. If the amount being billed should be questioned, the Member or Customer should contact the Corporation's Utility Billing Department to check readings for error prior to the draft being deposited.

Members or Customers requesting this service need to bring to the Corporation's office a voided personal or business check and the completed form.

In the event that a draft is returned by the bank as insufficient or non-negotiable for any reason, the account for which the instrument was issued shall be assessed a **return check charge of \$30.00**. (Southwest Milam Water Supply Corporation Tariff, Section G-12) If a draft is returned by the bank for any reason, the draft will be suspended. The Member or Customer must contact the Corporation's Utility Billing Department in order to confirm that they want to continue with the automatic bank draft.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE SOUTHWEST MILAM WATER SUPPLY CORPORATION AT THEIR REGULAR MONTHLY MEETING ON DECEMBER 17, 2018.**

Please note that the Authorization Agreement for Preauthorized Bank Draft Payments must be received by the 15<sup>th</sup> of the month in order to take effect by the bill due date (10<sup>th</sup>) of the next month.

**CUSTOMER IS RESPONSIBLE FOR CANCELING ANY RECURRING PAYMENT METHODS THAT WERE SET UP PRIOR TO THE SUBMISSION OF THIS DOCUMENT IN ORDER TO AVOID DUPLICATE CHARGES FOR THIS ACCOUNT.**

SWM ACCT #: \_\_\_\_\_

BANK ACCT #: \_\_\_\_\_

DATE OF FIRST PAYMENT BY BANK DRAFT: \_\_\_\_\_

**KEEP THIS PAGE FOR YOUR RECORDS**

# AUTHORIZATION AGREEMENT FOR PREAUTHORIZED BANK DRAFT PAYMENTS

I (we) hereby authorize Southwest Milam Water Supply Corporation to draft my regular monthly water bill from my (our) checking account and financial institution named below.

**Please Print.**

Financial Institution (Bank): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing No. : \_\_\_\_\_ Account No. : \_\_\_\_\_

This authorization is to remain in full force and effect until Southwest Milam Water Supply Corporation has received WRITTEN notification from me (or either of us) of its termination in such time and in such manner as to afford Southwest Milam Water Supply Corporation and the Financial Institution (Bank) a reasonable opportunity to act on it.

**Please Print.**

Name(s): \_\_\_\_\_

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

Southwest Milam WSC Account No. : \_\_\_\_\_

Day Telephone: \_\_\_\_\_

Work Telephone and Contact Name: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

MAKE SURE A VOIDED PERSONAL OR BUSINESS CHECK IS ATTACHED.

SWMWSC Bank Draft Policy and Authorization Form

Southwest Milam Water Supply Corporation Representative: \_\_\_\_\_

Southwest Milam Water Supply Corporation Date: \_\_\_\_\_