



WARD 4 - CALCASIEU PARISH

Board of Directors: Steve Belshe, Theresa Bell, Kent Chamblee, Ray Taylor and Richard Boenig
Office Supervisor: Kelly Riley Plant/Field Supervisor: Jay Picard

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I (we) hereby authorize Waterworks 9 Ward 4, hereinafter called COMPANY, to initiate debit/credit entries to my (our) checking account indicated below at the depository named below, hereinafter, called DEPOSITORY, to debit/credit the same to such account. I (we) understand the debit will be drawn on the due date shown on the billing provided each month.

BANK NAME _____
CITY _____ STATE _____ ZIP _____
ROUTING NUMBER _____
ACCOUNT NUMBER _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) _____ WW9 account #: _____
(Please Print)

DATE _____ SIGNED _____

NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVED MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION

ATTACH VOIDED CHECK HERE

**DRAFTS WILL NOT START UNTIL THE FOLLOWING
MONTH AFTER YOU SIGN UP!!!!**

WHEN THE AMOUNT WILL BE DRAFTED

The monthly bill amount will be drafted from your account on the 15th of the month. If the 15th of the month falls on a weekend it will be drafted the following business day.

REVIEW YOUR MONTHLY BILL

The bills will be mailed out around the 28th of the month showing the amount that will be taken out the following month on the 15th. Once you get your bill, look over the bill and if you don't agree with the charges please call then, so it can be reviewed before the amount is sent to be drafted.

CLOSE/CHANGE BANK ACCOUNTS

In the event you change/close the account signed up for the draft, please notify the office immediately. If your account changes/closes and you fail to contact our office, there will be a \$25.00 return draft fee applied to your account.

After the 25th of the month changes cannot be made for that current months draft.

Another form for the new account will need to be signed along with attaching a voided check for the new account

CANCELLING BANK DRAFT

Come in the office for cancellation of bank draft or submit a signed letter. Cancellations will need to be in office no later than the 10th of the month.