



# AUTOMATIC PAYMENT PLAN REQUEST AUTHORIZATION

200 S. Ivy St. ♦ Room 177 ♦ Medford OR 97501

## Here's How It Works:

Customers fill out form below to authorize a regularly scheduled payment from their checking account. Customers will continue to receive monthly water bills showing the amount that will be deducted. The payment will be automatically transferred from the customer's bank account on the bill due date. Proof of payment will appear on bank statements.

The program will take up to 30 days to go into effect for each participant. Customers should continue paying water bills, using their customary method of cash, check or credit card, until receiving the following notice on the water bill:

"(Billed amount) will be deducted from your checking account on (due date)."

### 1. PRINT OR TYPE INFORMATION

I (we) authorize and request Medford Water Commission and the financial institution named below to process variable debit/credit entries to my (our) checking account. This authority will remain in effect until MWC receives written notification to terminate authorization. MWC may discontinue authorization at any time subject to eligibility of customer.

Name:

(Last)

(First)

(Middle Initial)

Service Address:

Water Account #:

Telephone: ( )

Customer Financial Institution:

Branch Address & City:

\*Bank Routing Number:

\*Account Number:

\*Contact your financial institution for routing and/or account number

Check One: Checking

Check One: Establish APP  Change APP  Discontinue APP

Signature:

Date:

Name of Second Signer if necessary:

Signature:

Date:

### 2. ATTACH VOIDED CHECK FROM CHECKING ACCOUNT (No Deposit Slips Please!)

So that we can verify your account and routing numbers

### 3. MAIL TO MWC & KEEP A COPY FOR YOUR RECORDS

FAX and email are not acceptable to financial institutions

**Questions? Call (541) 774-2430**

For MWC use:

Processed: \_\_\_\_\_ Date \_\_\_\_\_ CSR \_\_\_\_\_