

Town of Central
Authorization Agreement for Pre-arranged Payments

I (we) hereby authorize The Town of Central, hereinafter called The Town, to initiate debit entries to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name _____ **Branch** _____
City _____ **State** _____ **Zip** _____
BK Transit/ABA No _____ **Account No** _____

This authorization is to remain in full force and effect until DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the DEPOSITORY a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to DEPOSITORY prior to charging account. If an erroneous debit entry is initiated by The Town of Central to a customer's account, the customer shall have the right to have the amount of such entry credited to such account by DEPOSITORY, if within fifteen calendar days following the date on which DEPOSITORY sent to customer a statement of account or written notice pertaining to such entry or 60 days after posting whichever occurs first, the customer shall have sent to DEPOSITORY to credit the amount thereof to such account.

Name _____ **Billing Acct No** _____
Signature _____ **Billing Cycle** _____
Telephone No _____ **Date** _____

Town of Central
P O Box 549
Central, SC 29630
(864) 639-6382

IMPORTANT
READ BEFORE SIGNING THIS FORM

1. "Financial Institution" as used on this form means the customer's bank.
2. The debit authorized by the customer's signature on this form is accomplished by electric funds transfer and is by a number of regulations designed to safeguard the integrity of the customer's account.
3. This authorization must be accompanied by a voided check, which correctly reflects the customer's financial institution and account number. No authorizations will be processed without such voided check.
4. The Town of Central assumes no responsibility for any relationship between the customer and their financial institution, except to accurately provide the customer's account number as a given in (3) above, with their debit to the financial institution involved.
5. The electronic funds transfer system requires per-notification of all new account numbers. Therefore, new authorizations must be in the billing office at least 4 weeks prior to the debit date in which the authorization is to take effect. If the authorization cannot be processed, the personnel from the billing office will notify the customer, who will continue to pay their utility bill until the authorization can be processed.
6. Regulations require that if a change in financial institution or account number is made, the customer must be off bank draft for a minimum of 30 days before the change will take effect. A new form must be completed for a change along with the pre-notification process as given in (5) above.
7. Because of the time element involved in processing electronic fund transfers, cancellations must be in the billing office 30 days prior to the bank draft date in order for the cancellation to take effect. Cancellations must be in writing.
8. The Town of Central assumes no responsibility to any customer whose bank draft could not be processed due to their account being closed, or any other reason. A service fee of \$30.00 will be charged on drafts return for any reason. Such return also constitutes non payments, late charges may be imposed, or service will be discontinued.
9. The Town of Central offers this service free of charge to permanent residents only. No rental property is included. **WITHIN TEN DAYS BEFORE YOUR ACCOUNT IS CHARGED YOU WILL RECEIVE AN ITEMIZED BILL.** The draft amount is shown on your monthly bank statement.