

Town of Pendleton

Mayor
Frank Crenshaw

Municipal Complex
310 Greenville Street
Pendleton, SC 29670
864-646-9409

www.townofpendleton.org



Council Members
Lyn Merchant
Barbara Hamberg
Vince Gaulin
Jeff Van Drie

Administrator
Steve Miller
Utility Billing Clerk
Terri Hughes

Authorization Agreement for Direct Payments (ACH Debits)

Customer Account #: _____

I (we) hereby authorize Town of Pendleton, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of the U.S. law and regulations of the NACHA (National Automated Clearing House Association).

Depository Name _____

Branch _____

City _____ State _____ Zip _____

Routing Number _____

Account Number _____

This authorization is to remain in full force and effect until Town of Pendleton has received written notification from me (or either of us) of its termination thirty days in advance and in such manner as to afford Town of Pendleton and United Community Bank a reasonable opportunity to act on it.

Name(s) _____

Customer Account Number _____

Date _____ Signature _____

Date _____ Signature _____

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

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Dear Customer,

Thank you for considering Bank Draft for your utility bill. This form of payment is very convenient and will help avoid the unwanted costs of late and/or reconnection fees. Please note the following guidelines:

- This form must be filled out and returned to the Water Department as soon as possible. You will see your first draft within 2-3 billing cycles.
- You may use your **Checking Account ONLY**. We are unable to debit savings accounts.
- A voided check of the account to be debited must accompany the Agreement form.
- You will receive your utility bill as usual. This bill should have a draft notice on the right side near the middle of the bill.
- Drafts will be processed on the due date of the bill; however, it may take 2-3 business days to show on your account.
- If you have any questions about your utility bill, please call **WHEN YOU GET THE BILL**. Do not wait until the bill is due.
- If you have any questions or need assistance filling out this form, please contact us at the Water Department 646-9409 or come by the office at Town Hall.
- Returned Drafts will be treated as a returned check. You will be charged a \$35.00 service charge.

Thank you,

Town of Pendleton
Billing Department