



Account Number: \_\_\_\_\_

**VALLEY COUNTY WATER DISTRICT**  
14521 Ramona Boulevard, Baldwin Park, Ca 91706  
Phone (626) 338-7301 · Fax (626) 814-2973 · www.vc wd.org

### **UTILITY BILLING AUTOMATIC DRAFT PAYMENT (ACH) AUTHORIZATION**

#### **1. UTILITY BILLING ACCOUNT INFORMATION**

Account Number: \_\_\_\_\_

Name or Business Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **2. AUTOMATIC DRAFT PAYMENT (ACH) BANK INFORMATION**

Bank Name: \_\_\_\_\_

Bank Mailing Address: \_\_\_\_\_

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

Bank Phone Number: \_\_\_\_\_

Draft Payment Account Type:                      Checking                      Savings

Bank ABA (Routing) #: \_\_\_\_\_ Bank Account #: \_\_\_\_\_

#### **3. AUTOMATIC DRAFT PAYMENT (ACH) AGREEMENT**

- a. Valley County Water District offers an automatic draft payment option that will automatically debit the amount due to Valley County Water District from the authorized checking or savings account each time a utility billing statement is processed and scheduled for payment.
- b. Valley County Water District will process all automatic draft payments for the exact dollar amount calculated as "Total Amount Due" for the billing cycle and will schedule the debit for the "Due Date" listed on the utility billing statement. The "Amount Paid" section of the billing statement will show "PAID BY DRAFT," notifying the customer that payment will be initiated through the automatic draft payment service. Valley County Water District suggests that customers continue to make payment on their utility billing account using other remittance options until the automatic draft payment authorization request has been processed, and the customer has been notified of the automatic draft payment on the utility billing statement.
- c. Valley County Water District offers the automatic draft payment option at no charge to participating customers. However, in the event an automatic draft payment is returned to Valley County Water District as non-negotiable or unpaid from the bank, the customer will be subject to the approved Valley County Water District Customer Service Fees associated with processing the returned item, including but not limited to a Returned Check Fee, a Final Notice Fee, a Disconnection Fee, and/or a Service Deposit, as applicable.
- d. Valley County Water District requires the customer to attach a voided check or deposit slip with this authorization form showing the preprinted bank information, including the bank account name, the bank ABA (routing) number, the bank account number, and the customer name.
- e. Valley County Water District will continue to initiate automatic draft payments from the authorized checking or savings account listed on this authorization form until written notification is received from the participating customer requesting to terminate the payment service. Valley County Water District suggests that written notifications be received at least 30 days prior to the next scheduled draft date in order to allow for processing of the request. All written requests must be signed and received by Valley County Water District at 14521 Ramona Boulevard, Baldwin Park, Ca 91706 or emailed to customerservice@vcwd.org.

#### **4. AUTOMATIC DRAFT PAYMENT (ACH) AUTHORIZATION**

- a. My signature below authorizes Valley County Water District to initiate an automatic draft payment debit from my checking or savings account listed on this authorization form based on the terms and conditions within the agreement outlined above. I understand that this automatic draft payment authorization will remain in full force and effect based on the terms and conditions within the agreement outlined above until Valley County Water District receives written and signed notification from me to terminate the payment service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_