

## AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT PROGRAM

MONTECITO WATER DISTRICT  
583 San Ysidro Rd; Santa Barbara CA 93108-2124  
Phone: (805) 969-2271  
Fax: (805) 969-7261

In September 1998 we initiated an optional program called Direct Payment because many of our customers asked for a more convenient way to pay their water bills. We believe this new program is one answer. With this program you no longer have to remember to write a check for payment, and you eliminate postage expense and the risk of late payments due to slow mail delivery. If you elect to participate in this program, please complete the attached portion of this agreement and authorization form and mail or fax it along with a voided check (or copy of one) to the District as shown above.

How does it work? The monthly water bills are sent to our customers the second week of every month. The District water bill is due upon receipt and becomes delinquent if not paid by the due date. If you elect to participate in Direct Payment, the amount of your water bill will be automatically debited from your checking or savings account on the 20th of the month (or the next business day.)

### TO ENROLL:

- 1 Complete the attached form in full, indicating your understanding of the policies as explained in this agreement for the Direct Payment Program.
- 2) Mail or fax the completed form to us with a voided check from the designated account.

We must receive this authorization (and the accompanying voided check) no less than five working days before our next scheduled Direct Deposit date, which is the 20<sup>th</sup> of each month.

It is very important to review your bill immediately upon receipt. The District is not responsible for any injury or damage caused to customers if the customer fails to report an error on their bill in writing to the District at least five days before the automatic debit date. In the event an error is discovered, it is the sole responsibility of the District to correct the customer's account for the amount in error.

If you do not receive your bill, or you do not want the amount of the bill deducted from your designated account, you must contact the District and initiate a request for a review at least five days before the automatic debit date. Please retain a copy of your written request for your records. Requests received less than five days before the automatic debit date may not allow us sufficient time to process the needed correction

If there are insufficient funds in your account to cover the direct payment, you will be assessed a service charge. After two occurrences of insufficient funds, you may no longer be eligible for the Direct Payment Program. You may cancel participation in the program at any time by giving the District sufficient notice. Please keep a copy of the cancellation request for your records. Your participation is automatically ended with the *final* billing when you close your water account with the District.

KEEP THIS PAGE FOR YOUR RECORDS

I (we) hereby agree to be bound by the terms of the direct payment program and authorize Montecito Water District to initiate debit entries to my (our):

( ) **CHECKING ACCOUNT** or ( ) **SAVINGS ACCOUNT** indicated at the depository financial institution named below, hereafter called Depository, and to debit the same to such account.

**We cannot complete your request if a voided check (or copy of one) is not enclosed.**

This authorization is to remain in full force and effect until **Montecito Water District** has received a **thirty (30)** day written notification from me (or us) of its termination.

NAME (S) \_\_\_\_\_

BILLING ACCOUNT NUMBER \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

**DAY OF PAYMENT WILL BE THE 20TH OF EACH MONTH.**

DEPOSITORY (BANK) NAME \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_  
(1st set of numbers on check)

ACCOUNT NUMBER \_\_\_\_\_  
(2nd set of numbers on check)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS PAGE WITH A VOIDED CHECK FOR DIRECT PAY**