

**AUTHORIZATION AGREEMENT FOR AUTO-PAY PROGRAM
(AUTOMATIC CLEARING HOUSE (ACH) DEBITS)**

Please complete all of the information below. It takes one billing cycle to begin the automatic payment process.

Company Name: Manchester Water District Company ID #41

I (we) hereby authorize **MANCHESTER WATER DISTRICT**, 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 ACH transactions to my (our) account must comply with the provisions of U.S. law.

PLEASE ATTACH A "VOIDED CHECK" TO THIS AUTHORIZATION AGREEMENT

Depository Name:(your bank) _____
Branch _____
City: _____
State: _____
Zip: _____

Routing Number: (on bottom of check) _____
Account Number: (your bank acct #) _____

This Authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Names: _____
Address: _____
Acct Number: _____ (listed on your bi-monthly water bill)
Date: _____
Signature(s): _____

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

**Manchester Water District
P.O. Box 98
Manchester, WA 98353
Phone 360-871-0500 Fax 360-871-0455**

RE: Auto Pay Program – Automatic Clearinghouse (ACH) Debits

Dear Customer:

The Manchester Water District is pleased to have the ability to provide the Auto Pay Program for your bill paying convenience.

The Auto Pay Program allows you to pay your semi-monthly water bill automatically using your checking account. You will receive your water bill every other month just as you do now, and it will look very much the same. The billing is for your information and records, and it allows you 15 days in which to contact the District if you feel the billing is not accurate or you would like to question any part of the billing before the funds are extracted from your checking account. The amount listed on your bill is the amount that will be deducted from your checking account balance on the 15th of the month that the billing is received.

To apply to be accepted to the Auto Pay program fill out and sign the form and attach a voided check from the checking account that is listed on your application, and send it to the District at the above address.

It takes one full billing cycle to begin the Auto Pay Program, so please allow two months time for the program to take effect. Starting the following billing cycle, your bill will be paid automatically on your scheduled payment date. This date will be on the 15th of the month in which the bill was generated or the first working day following the 15th of the month.

If you have any questions or would like additional information regarding this new program, please feel free to call me at 360-871-0500.

Sincerely,
Manchester Water District