

Sign Up Form for FREE
Automatic Draft Program

Customer #: _____

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Voided Check Enclosed? Yes

Shady Grove Utility District must receive this form and voided check at least 25 days prior to your next bill date in order to draft your upcoming water bill. Send this form with your current monthly payment, to be sure next month's bill will be drafted.

**Shady Grove Utility District
P.O. Box 830
Dandridge, TN 37725**

DID I PAY MY BILL?

*Now you don't have to remind yourself
to pay your water bill every month.*

*Introducing...
An Automatic Draft Program
For Shady Grove Utility District
Customers*

Shady Grove Utility District
P.O. Box 830
Dandridge, TN 37725
(865) 397-3790

AUTOMATIC DRAFT PROGRAM

A Convenient Way to Pay Your Water Bill

Shady Grove Utility District is pleased to offer a convenient automatic draft program to our customers. Your monthly utility bill is automatically paid by your bank account every month.

HOW THE PROGRAM WORKS

- **Absolutely free** - There is no cost to sign up for the program, and it will save you the cost of postage stamps and a trip to the post office.

- **Your Payment is made on Time** - The automatic draft program will provide you with the assurance your monthly payment is made on time. You don't have to wonder "Did I pay my bill this month?"

- **Convenience in Making you Payment** - You do not have to take the time to make out a check and mail the payment each month.

- **Easy Reconciliation** - We send you a bill each month as we always have. Then on the 15th (the due date shown on you bill) your bank account is deducted for that amount. If the due date falls on a weekend or holiday, your draft will take effect on the next banking day. The draft will be shown on your monthly bank statement.

- **Simple Enrollment** - Simply sign the attached form and include a voided check of the account to be drafted.

HOW YOU ENROLL

No More Remembering if You Paid

- Complete and sign the attached form.
- Enclose a Voided Check for the Bank Account to be drafted.
- Return the completed form and a voided check to Shady Grove Utility District. We must receive these 25 days prior to your next bill date to be drafted.
- Your next billing notice will reflect the draft amount your bank will automatically pay.
- If you have a problem with you bill, please notify us by the 10th of the month and we will attempt to have that month's draft suspended. You may then pay your bill the same way you always have.
- If you change banks during the year, remember to send us a new voided check of the account to be drafted 25 days prior to a scheduled draft.
- If you wish to discontinue being in the AutoPay Program, we must receive your request 25 days prior to the next draft date.

PREAUTHORIZATION FORM

I (we) hereby authorize Shady Grove Utility District and Automated Payment Systems, Inc., acting on behalf of Shady Grove Utility District, to initiate debit entries to such account by funds transfer for payment on my monthly water bill.

This authority is to remain in full effect until I notify Shady Grove Utility District that I wish to end this agreement and Shady Grove Utility District has had reasonable time to act on it, or until Shady Grove Utility District has sent me 10 days written notice that they will end this agreement.

I understand that Shady Grove Utility District will continue to send me a bill and that there will be a minimum of 10 days after the date of billing to notify Shady Grove Utility District of any error on the bill.

I further understand that in the event my account had insufficient funds to cover the monthly payment amount drafted, or my draft rejects due to any other reason, a \$20 fee will be assessed by Shady Grove Utility in addition to the monthly payment due. It is my duty to notify Shady Grove Utility District 25 days prior to a scheduled draft of any changes made to my designated depository account, including but not limited to closed status, bank ownership changes and account changes.

I attest that I am an authorized owner of the Depository Account listed below, and am exercising my powers as such.

Authorized Signature

Date

Depository Account to be Drafted

PLEASE ATTACH A VOIDED CHECK