

Upson County Utilities

605 W Gordon Street, Thomaston, GA 30286

Phone (706) 647-3513

REQUEST FOR ACH WITHDRAWAL OF MONTHLY UTILITY BILL

Tired of writing checks and postage increases? Want to avoid late payment penalties? Consider signing up for ACH withdrawal of your Upson County utility bill.

How does it work?

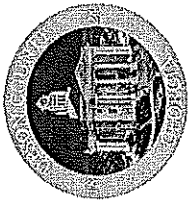
You provide Upson County Utilities with your financial institution information (your information will be kept confidential). The first month after you sign up, we will send a test transaction to your financial institution to verify that all the information is correct. The following month, your current balance due will be deducted from your account on the 10th of the month (or the next business day). Once your ACH withdrawals are active, the message "PAID BY ACH BANK DRAFT" – Payment will be automatically deducted from your financial institution on the due date" will appear on your bill.

How do I sign up?

You must complete the form below and provide a voided check or other documents for the financial institution account you want the withdrawals to be made from. You will still receive a monthly utility bill (bills are normally mailed by the 10th of the month) and once your ACH account has been established, the bill will state the amount that will be deducted from your financial institution account on the due date (or the next business day if the due date falls on a weekend or financial institution holiday).

Important Notices/Terms:

- Returned ACH transactions are subject to \$30 returned item fee and may subject your utility account to disconnection.
- You are responsible for notifying the Utility Billing Division in person when there are any changes to your financial institution information or when you wish to discontinue ACH withdrawals. If a payment cannot be processed due to incorrect customer provided financial institution information, payment must be made via cash, check, money order or credit card, and your account may be subject to \$30 returned item fee, late payment penalties and disconnection for nonpayment.
- Upson County Utilities will remove your account from ACH draft if two (2) insufficient fund notifications occur within a consecutive twelve (12) month period. Upon removal, you will be ineligible to participate in ACH draft for the next 12 months.
- Unless you notify us in writing to discontinue ACH withdrawals, all bills including final bills will be processed via ACH.
- The total amount due as shown on the most recent monthly bill will automatically be deducted from your financial institution account. If there are any issues with the amount of the bill, these issues must be resolved 7 working days prior to the due date to avoid having the full amount of the bill deducted from your financial institution account. You may contact us at 706-647-3513.



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Page 1: UTILITY BILLING - ACH WITHDRAWAL ENROLLMENT FORM (Customer Information)

Date Submitted: ___/___/___

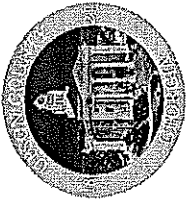
New account for financial institution draft? Yes No

Existing accounts: Please check the changes that are being made:

- New Address
- New Financial institution Account
- Cancel Financial institution Draft Payments

Customer Number:	
Account Holder(s) Name:	
Service Address:	
Phone Number:	
Email Address:	

Financial Institution / Financial institution Account Information	
Financial Institution Name:	
Financial Institution Address:	
Financial Institution Routing Number:	___ Checking Account (select one)
Financial Institution Account Number:	___ Savings Account



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Page 2: UTILITY BILLING - ACH WITHDRAWAL ENROLLMENT FORM – (Customer Authorizations)

Please initial the following to acknowledge important notices/terms:

_____ The request to enroll in, change, or cancel in ach draft must be made in person. Please bring valid ID. You must be listed as an account holder on the account to enroll in, change, or cancel ach withdrawal authorization.

_____ I have read and acknowledge that one of the following documents must be provided to enroll:
(The request will not be processed unless one of the documents listed is provided)

- a. For checking accounts, you must provide a voided check.
- b. For savings accounts, you must provide a letter from your financial institution stating the routing number, the account number, and the name on the account.
- c. For Commercial accounts, a letter on company letterhead authorizing a company representative to enter into the financial institution draft agreement is required.
* _____ (initial)

_____ I acknowledge that if Upson County Utilities receives two (2) insufficient fund notifications in a twelve (12) month period, I will be removed from ACH draft and payment must be made via cash, check, or credit card. I will also be ineligible to participate in ACH draft for the next twelve (12) months.

I hereby authorize Upson County to automatically initiate debit entries to my account, at the financial institution named in this authorization, for payment of the future current balance after ACH is effective (if there is a balance owing) on the Utility Bills rendered to me by the Upson County Utilities. I further authorize the financial institution to accept these debit entries and charge them to my account. If corrections in the debit amount are necessary, it may involve adjustments (credit or debit) to my account. I understand that both the Financial Institution and Upson County reserve the right to terminate my participation in this payment plan at any time for any reason. I also understand that I may revoke this authorization and discontinue enrollment at any time for any reason, but only by giving written notice in person to the Upson County Utilities, after allowing the Upson County Utilities and the financial institution a reasonable time to act upon my notification.

Signature _____ Date _____

For Upson County Utilities Use Only	
Utility Account Number:	
Information Entered By:	Date Entered:
Prenote:	Actual Debit: