



**SERVING PEOPLE & THE ENVIRONMENT**

22510 EAST MISSION AVENUE  
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**Direct Debit Payment Setup Procedure**

An Authorization Agreement for Direct Payments form must be completed for each Liberty Lake Sewer & Water District customer account to be credited. In order to establish Direct Debit for your account this properly completed form must be submitted no later than ten days before the next due date. Payments will be deducted from your bank account on the payment due date.

**Liberty Lake Sewer & Water District Account Information**

Name of account holder as listed on this account \_\_\_\_\_

Service Address on your LLSWD Account (required) \_\_\_\_\_

Account Number for this service address (required) \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

***Standard (office use)*** \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

**Authorization Agreement for Direct Payments**

I (we) hereby authorize Liberty Lake Sewer & Water District, hereinafter called COMPANY, to initiate debit entries to my (our)  Checking  Savings (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH (Automatic Clearing House) transactions to my (our) account must comply with the provisions of U.S. law. I (we) request  **Monthly**  or **Quarterly** only debits.

**Your Bank and Bank Account Information**

\_\_\_\_\_ Bank (DEPOSITORY) Name \_\_\_\_\_ Branch

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

\_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number

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.

\_\_\_\_\_ Name (s) (required) Please Print \_\_\_\_\_ Signature (s) (required)

\_\_\_\_\_ Date \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_ Signature (s) (required)

CONDITIONS OF THIS AUTHORITY:

1. Liberty Lake Sewer & Water District

a. Will deduct the outstanding balance of the customer's sewer and water account from the customer's bank account on the due date of each customer's corresponding billing period.

b. The District will notify customer in writing at least one billing cycle prior to a change in the base billing amount, i.e. a rate increase, through the Newsletter.

c. If funds are not available at the scheduled time of debiting, an NSF fee of \$15.00 will be assessed to the Customer's account.

2. The Customer may:

a. At any time, terminate the Authority as to future payments by giving written notice of termination to the Bank and the District.

b. Stop payment of any direct debit to be initiated under this authority by the initiator by giving written notice to the Bank prior to the direct debit being paid by the Bank.

3. The Customer acknowledges that:

a. This authority will remain in full force and effect in respect of all direct debits made from my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this authority until actual notice of such event is received by the Bank.

b. In any event this authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.

c. Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the direct debit has not been paid in accordance with this authority. Any other disputes lie between me/us and the District.

d. Where the Bank has used reasonable care and skill in acting in accordance with this authority, the Bank accepts no responsibility or liability in respect of :

- the accuracy of information about Direct Debits on Bank statements
- any variations between notices give by the District and the amounts of Direct Debits

4. The Bank may:

a. In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other authority, check or draft properly executed by me/us and given to or drawn on the Bank.

b. At any time terminate this authority as to future payments by notice in writing to me/us.

c. Charge its current fees for this service in force from time-to-time.