

**Santa Ynez River Water Conservation District,  
Improvement District No. 1**

**DIRECT DEBIT AUTHORIZATION FORM**

Customer service is important to us. To provide additional convenience to our customers, the District is offering a new service-the Direct Debit Payment Plan. If you choose to sign up for this service, your water payment will automatically be deducted from your **checking account** to pay your bill.

**What you need to know:**

(Please retain this section for your records and future reference)

**WHAT ARE SOME ADVANTAGES OF DIRECT PAY?**

- ◆ Your bill gets paid automatically on time, whether you are at home or out of town.
- ◆ You never have to worry about penalties.
- ◆ It saves time-fewer checks to write
- ◆ It's easy to sign up for and easy to cancel.

**HOW DOES DIRECT PAY WORK?**

- ◆ You authorize regularly scheduled payments to be made from your checking account. Then, just sit back and relax.
- ◆ Once direct pay is implemented you will continue to receive your itemized monthly utility bill.
- ◆ Ten days after the billing date, your checking account will automatically be debited for all current charges shown on your bill.

**WHO IS ELIGIBLE TO BE PART OF DIRECT PAY?**

- ◆ Direct pay is open to all District Customers. Your utility account must have no past due amounts on the account and include a history of no returned checks within the last 12-month period.

**WHAT DOES IT COST?**

- ◆ There is no charge to participate. However, some financial institutions may charge a transaction fee for electronic fund transfers. Please check with your bank for fees.

**AFTER I'M ENROLLED, HOW DO I CHANGE INFORMATION ON MY ENROLLMENT?**

- ◆ It is critical that you immediately notify the District regarding any changes (bank account information, address, etc).
- ◆ Inaccurate information may result in payments being refused by your financial institution. The District is not responsible for losses, including late penalties applied to your account, which result from inaccurate information or failure to provide timely notification of changes.

**WHAT HAPPENS IN THE EVENT OF A REJECTED PAYMENT?**

- ◆ Payments may be rejected by your financial institution because of insufficient funds, closed/unauthorized accounts or other reasons. Check with your financial institution for any fee it may impose. The District will assess a \$40 fee for each rejected payment and will discontinue the direct pay program for more than three rejected payments in one calendar year.

**HOW DO I STOP BEING A PART OF DIRECT PAY?**

- ◆ You may cancel your participation at any time in writing. Termination will be effective no later than ten (10) business days after we receive your notification. The District is available to assist you Monday through Friday 9:00 a.m. to 5:00 p.m., excluding holidays.

(CUT AT LINE AND SUBMIT SIGNED BOTTOM PORTION WITH VOIDED CHECK)

**AUTHORIZATION FOR DIRECT DEBIT PAYMENT**

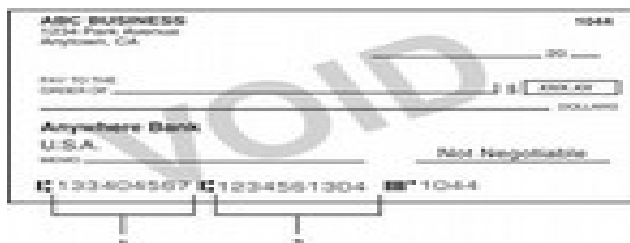
ACCOUNT NAME AS SHOWN ON BILL:	WATER ACCOUNT NUMBER:	SERVICE ADDRESS:
NAME ON CHECKING ACCOUNT:	PHONE NUMBER:	ALTERNATE PHONE NUMBER:
FINANCIAL INSTITUTION NAME:	BANK ROUTING # : <sup>(1)</sup>	CHECKING ACCOUNT NUMBER #: <sup>(2)</sup>

I hereby authorize the Santa Ynez River Water Conservation District, Improvement District No. 1 and the financial institution above to debit my account electronically each payment period. This authority will remain in effect until I issue written notice to cancel participation.

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**ATTACHMENT OF A PRE-PRINTED VOIDED CHECK FOR THE ACCOUNT TO WHICH YOU WILL BE DEBITING IS REQUIRED.**



- <sup>1</sup> Bank Routing Number (requires 9 digits)
- <sup>2</sup> Bank Account Number (not to exceed 17 digits)