

Spencer Utility Department

BANK DRAFT AGREEMENT

Name : _____

Address: _____

Home Phone : _____ Work Phone : _____

Name of Bank: _____

Name on Bank Account: _____

CHECKING ACCOUNT ()

SAVINGS ACCOUNT ()

Bank Account Number: _____

Bank Routing Number: _____

Customer Name: _____

Customer Account No. (s). To Be Paid: _____

I do hereby request and authorize SPENCER UTILITY DEPARTMENT, to automatically draft (debit) my bank account for payment of the monthly utility bill (s) as noted above. I understand that I will continue to receive a bill each month. Each monthly utility bill paid by drafting funds from a bank account will include the message DRAFT NOTICE, DO NOT PAY AND DRAFT DATE.

I agree that the SPENCER UTILITY DEPARTMENT'S rights in respect to each draft shall be the same as if it were a check drawn on and personally signed by me. This authorization is to remain in effect until revoked, by the SPENCER UTILITY DEPARTMENT or by the customer, in writing and until such notice is received.

If an adjustment is warranted on the current month's bill, the adjustment may be applied after the funds have been drawn from my bank account and the credit may appear on the next month's bill. When service is disconnected and final billed, my bank account will be drafted for the full amount due on my account.

I further agree that if any such draft is dishonored and returned to the SPENCER UTILITY DEPARTMENT, the UTILITY DEPARTMENT shall have the right to treat such draft as if it were a returned check and all rules and regulations set by the UTILITY DEPARTMENT for returned checks shall be used accordingly and may result in the disconnection of utility service. I understand the UTILITY DEPARTMENT reserves the right to terminate this agreement if any such draft is dishonored and returned to the UTILITY DEPARTMENT two (2) times. A twenty-five dollar (\$25.00) fee will be charged to the customer for EACH dishonored draft.

Date

Signature (s) Customer

Witness