

CITY OF CLEMSON
AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (ACH DEBITS)

I (we) hereby authorize the City of Clemson, hereinafter called The City, to initiate debit entries to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name _____ Branch _____

City _____ State _____ Zip _____

BK Transit/ABA No. _____ Account No. _____

This authorization is to remain in full force and effect until DEPOSITORY has received written notification from me (or either of us) of its termination in such time and such manner as to afford the DEPOSITORY a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to DEPOSITORY prior to charging account. If an erroneous debit entry is initiated by The City to a customer's account, the customer shall have the right to have the amount of such entry credited to such account by DEPOSITORY, if within fifteen calendar days following the date on which DEPOSITORY sent to customer a statement of account or written notice pertaining to such entry or 60 days after posting which ever occurs first, the customer shall have sent to DEPOSITORY a written notice identifying such entry, stating that such entry was in error and requesting DEPOSITORY to credit amount thereof to such account.

Name(s) _____ Billing Acct. No. _____

Signature _____ Billing Cycle _____

Telephone # _____ Date _____

City of Clemson
1250 Tiger Blvd., Ste. 2
Clemson, SC 29631-2661
(864) 653-2035

IMPORTANT - READ BEFORE SIGNING THIS FORM

1. "Financial Institution" as used on this form means the customer's bank.
2. The debit authorized by the customer's signature on this form is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the customer's account.
3. This authorization must be accompanied by a voided check, which correctly reflects the customer's financial institution and account number. No authorization will be processed without such voided check.
4. The City of Clemson assumes no responsibility for any relationship between the customer and their financial institution, except to accurately provide the customer's account number as given in (3) above, with their debit to the financial institution involved.
5. The electronic funds transfer system requires pre-notification of all new account numbers. Therefore, new authorizations must be in the billing office at least four weeks prior to the debit date in which the authorization is to take effect. If the authorization cannot be processed, the personnel from the billing office will notify the customer, who will continue to pay their utility bill until the authorization is processed.
6. Regulations require that if a change in financial institution or account number is made, the customer must be off bank draft for a minimum of 30 days before the change will take effect. A new form must be completed for a change along with the pre-notification process as given in (5) above.
7. Because of the time element involved in processing electronic fund transfers, cancellations must be in the billing office 30 days prior to the bank draft date in order for the cancellation to take effect. A new form must be completed for a change along with the pre-notification process as given in (5) above.
8. The City of Clemson assumes no responsibility to any customer whose bank draft could not be processed due to their account being closed, or any other reason. A service fee of \$30.00 will be charged on drafts returned for any reason. Such return also constitutes non-payment, late charges may be imposed, or service discontinued.
9. The City of Clemson offers this service free of charge to permanent residents. **WITHIN TEN DAYS BEFORE YOUR ACCOUNT IS CHARGED YOU WILL RECEIVE AN ITEMIZED BILL.** The draft amount is shown on your monthly bank statement.