

ST TAMMANY PARISH GOVERNMENT

DEPARTMENT OF UTILITIES
P.O BOX 3500
COVINGTON, LA 70434

--Office Use Only--
CYC _____
Eff _____

AUTOMATIC BANK DRAFT AUTHORIZATION AGREEMENT

I hereby authorized St Tammany Parish Government Department of Utilities to automatically initiate electronic bank drafts from my account, at the financial institution (Bank) named in this agreement, for payment of bills rendered to me by the Department of Utilities. I further authorize the Bank to accept these draft entries and charge them to my account. I understand that both the Bank and the Department of Utilities reserve the right to terminate my participation in this automatic bank draft payment plan. I understand that the Department of Utilities will draft my bank account on or about the due date. I also understand that I may discontinue this authorization at any time with written notice at the above address.

PLEASE PRINT

Name of Financial Institution (Bank)

Name as it appears on your Dept. of Utilities Bill

Your name as it appears on Bank records

Dept. of Utilities account number

Bank account number

Your service address

Account Type: Checking or Savings

Telephone Number

Signature

Date

Please attach an unsigned voided check.

Return authorization form along with voided check to our office.

-----You may keep bottom portion for your records.-----

**St. Tammany Parish Government Department of Utilities
Automatic Bank Draft Authorization Agreement**

Pre-notification of draft amount.

Participating customers will receive a monthly statement of charges approximately 10 days prior to the electronic draft. Please review your statement promptly and contact our office at 985-276-6400 if you have questions regarding your statement.

Returned draft payments to the Department of Utilities.

Should your bank return the electronic draft because of insufficient funds in your account, the returned payment will be subject to established charges for a returned check, and services are subject to disconnection. Please note that the Department of Utilities may terminate your right to participate in the automatic bank draft payment plan if two (2) or more draft payments are returned.

Right to discontinue service.

You may discontinue automatic bank draft authorization at any time with written notification to our office at P.O. Box 3500, Covington, LA 70434.

Please contact our office at 985-276-6400 with any questions regarding your statement, or your Bank Draft Authorization. Office hours: Monday – Friday 8:00 AM – 4:00 PM.