

# SCOTT TOWNSHIP AUTHORITY

350 Tenny Street  
Bloomsburg, PA 17815  
Phone: (570) 784-6639 - Email: [stablmpa@gmail.com](mailto:stablmpa@gmail.com)

## Auto Draft Authorization Form

### How do I sign up?

Auto Draft payment is a free service offered by Scott Township Authority. Complete a signed authorization form and return with a voided check. If you don't use checks or opt to use your savings account, we accept a dated verification notice on bank letterhead from your financial institution.

### How do I know the amount of my bill and the payment date?

Your due date will not change. You will continue to receive your monthly bill showing the due date and amount of your payment. A message will print on your bill as "Drafted- Do Not Pay"

### What if I do not have sufficient funds on the payment date?

It would be just the same as if you had written paper checks without sufficient funds. A \$25 fee will be assessed along with a 1.5% late charge on your sewer balance. These fees are easily avoidable, please contact the office as soon as financial changes occur.

### What if I disagree with a bill or want to discontinue my automatic bill payment service?

Contact Scott Township Authority at least 10 days prior to the due date on the bill. The Authority cannot make changes to the debit file after it is issued to the bank. Do not wait, please contact the Authority right away.

### CUSTOMER INFORMATION

Name: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Service Address: \_\_\_\_\_

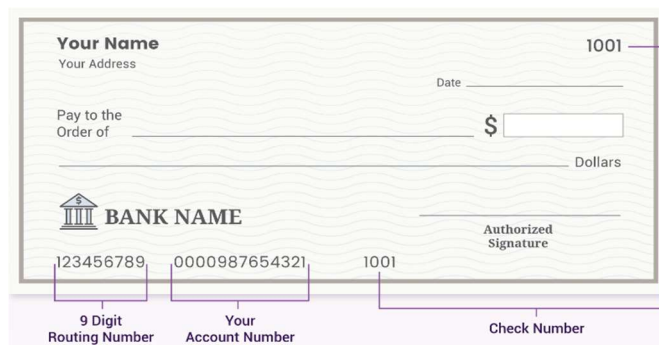
Mailing Address: \_\_\_\_\_

8-Digit Sewer Acct #: \_\_\_\_\_ Email: \_\_\_\_\_

Check one:  Checking  Savings

**Please include a required voided check or deposit slip with this form**

Name of Bank \_\_\_\_\_ Bank Phone # (\_\_\_\_) \_\_\_\_\_



Bank Routing# \_\_\_\_\_ Bank Acct # \_\_\_\_\_

**I authorize the Scott Township Authority to direct my financial institution to make my monthly sewer service payments from the account specified above on the invoice due date. This authorization will remain in effect until I or my financial institution provide written notice of termination to the Scott Township Authority, allowing sufficient time for them to act on it, if the property has sold, or if there is a written notice of termination from the Scott Township Authority.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Effective Date \_\_\_\_\_