

**NO MORE LATE PAYMENTS!**

**NO MORE CHECKS!**

**NO MORE POSTAGE!**

## **Scott Township Authority Automatic Bill Payment Service Authorization Form**

Complete this form, attach a voided check from the account you wish to debit and return entire form to:  
Scott Township Authority, 350 Tenny Street, Bloomsburg, PA 17815

*I authorized the Scott Township Authority to instruct my financial institution to make my monthly sewer service payments on the dates due from the account identified below. This authority remains in effect until the Scott Township Authority or financial institution has received written notification from me of termination in sufficient time to allow reasonable opportunity to act on it or until the Scott Township Authority has sent me written notice of termination of this agreement.*

### **CUSTOMER INFORMATION**

Name \_\_\_\_\_ Daytime Phone # (\_\_\_\_) \_\_\_\_\_

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

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

Sewer Account Number \_\_\_\_\_ Please check one \_\_\_\_\_ Checking \_\_\_\_\_ Savings

### **REQUIRED FINANCIAL INSTITUTION INFORMATION**

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

Account # \_\_\_\_\_ Bank Routing# \_\_\_\_\_

Please enclose a voided check

#### **Participating is easy!**

Simply complete this authorization form and return the entire form to Scott Township Authority with A **VOIDED CHECK** (or a deposit slip if a check is not available for the amount which you wish to have debited).

#### **From what types of accounts can payments be made?**

You can specify your checking or savings account at any bank, savings and loan, or credit union that offers automatic payments. Most financial institutions do, but you may wish to call yours to confirm.

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

You will continue to receive your monthly bill showing your consumption and the date and amount of your payment. The payment will appear on your bank account statement each month.

#### **What if I disagree with a bill?**

Call the Scott Township Authority at least 10 days before your due date on your billing. After this time, Scott Township Authority cannot adjust the debit amount.

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

It would be just the same as if you had written checks without sufficient funds. A **\$25 fee** will be assessed in addition to late payment penalties. If this occurs, future sewer payments must be paid with cash or a money order for the next 12 months. In addition, you will be subject to the Scott Township Authority collection policy for non-payment of your sewer bills.

**The Automatic Bill Payment Service is a free service offered by Scott Township Authority. However, some financial institutions may charge their customers a fee for the Automatic Payments. Please call your institution to inquire. If you have any questions, please call Scott Township Authority at 570-784-6639.**