



Casitas Municipal Water District

1055 Ventura Avenue

Oakview, CA 93022

(805) 649-2251 option 0

customerservice@casitaswater.com

AUTO DRAFT SERVICE

How does the Auto Draft option work?

By enrolling in the Auto Draft option customers authorize their checking account to be debited for the payment of their water bill. Customers who are enrolled in this program continue to receive monthly bills.

When will my account be debited for water bills?

Your checking account will be automatically debited for the charges on your current monthly statement on the 3rd Friday of the month, following the billing date. This draft date is system scheduled and may not be changed.

Is there a cost to use the Auto Draft option?

There is no charge for participating in this program. However, some financial institutions charge a fee for electronic funds transfers. So, ask your bank about possible fees.

Who is eligible to participate in Auto Draft?

All accounts (excluding Temporary Water Meters) being billed by the District for water services are eligible to participate in the Auto Draft Program. The account must be in good standing with no existing special arrangements, and no more than one returned check within the last twelve (12) months. The account must be paid in full, prior to signing up.

How do I sign up for the Auto Draft?

To sign up for this service, complete the application at the bottom of this form and return it to the District with a voided check or a bank letter indicating your checking account information.

What if my account information changes after enrolling?

Call the District at (805) 649-2251 option 0 to notify us of any changes which may result in payments being declined by the banking institute. The District will not be responsible for losses due to inaccurate information, or failure to provide timely notification of changes.

What if my payment is rejected?

Payments may be rejected by a financial institution because of insufficient funds, the account being closed, or other reasons. Check with your financial institute for their policy of imposing fees. If your payment is rejected, the District will charge a \$4.00 processing fee. This fee along with the original payment are due immediately.

How do I stop participating in the Auto Draft Program?

Provide a written request to terminate enrollment in the program. The District reserves the right to terminate your participation in the plan if the auto draft is rejected more than once in a twelve (12) month period.

Yes, I understand the policies mentioned in the Auto Draft Agreement and wish to enroll in the program. Enclosed are:

- 1. A payment for this month's balance
- 2. Completed application
- 3. Payment Stub
- 4. Voided check/Bank Letter

Auto Draft Service Application & Agreement

I hereby authorize the Casitas Municipal Water District and the financial institution I've indicated to automatically deduct from my checking account (as indicated) all future payments for my water bills. I understand that both the District and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the District in writing.

Water Account # & Account Holder Name (as it appears on your bill)

Service Address (please print)

Name (please print as it appears on your checking account)

Print Name

Phone # (checking account holder)

Email Address (checking account holder)

Signature

Date

(Signature must match name on check.)

Note: Signature is **mandatory** to be enrolled in Auto Draft Service.

Financial Institution (please print)