



Automatic Payment Authorization Form

Please complete the following information and mail or drop off this form to the Fairlawn Sewer Authority address listed below. Please include a voided check or copy of voided check. You will continue to receive a bill each month informing you of the amount that will be drafted from the account requested. Past due balances will draft immediately when application is processed. All future bills will be marked "DO NOT PAY - TO BE AUTODRAFTED"

FAIRLAWN SEWER AUTHORITY ACCOUNT NUMBER

NAME(S) SHOWN ON FAIRLAWN SEWER AUTHORITY BILL

SERVICE ADDRESS CITY STATE ZIP CODE

BILLING ADDRESS CITY STATE ZIP CODE

BANK NAME

CHECKING OR SAVINGS ACCOUNT NUMBER Check one:

Checking Account Number _____

Savings Account Number _____

I grant authority to Fairlawn Sewer Authority to draw drafts against my account in payment for my monthly sewer bill.

Fairlawn Sewer Authority reserves the right to cancel my use of automatic payments.

I will notify Fairlawn Sewer Authority in writing if I decide to change or cancel use of automatic payments.

I understand that Fairlawn Sewer Authority will charge a processing fee if my account does not have sufficient funds to cover the amount of my bill. Fairlawn Sewer Authority may credit or charge my bank account to correct errors.

Checking or Savings Account Holder-Signature(s)

Today's date _____

Please include a voided check with this form.

MAIL TO:

Fairlawn Sewer Authority
7436 Peppers Ferry Blvd.
Fairlawn, Virginia 24141
Attention: Automatic Payment

Once a completed application is received, please allow 30 days for the Auto Draft to be set up.

Request or for cancellations must be made 30 business days in advance of the payment date.

Request for account revisions must be made 30 days in advance of the payment date.

If your automatic payment is returned from your bank unable to process, a non-sufficient funds fee will apply.

Multiple non-sufficient funds transactions will result in cancellation of auto draft payments

Frequently Asked Questions

How does the program work? Once you sign up for auto draft functionality, your sewer payment will be automatically deducted from your designated checking or savings account each month.

Fairlawn Sewer Authority will send a notification to your bank to transfer the exact amount of the sewer payment.

A record of the transaction will be included each month on your bank statement.

Why should I sign up for the service? Auto draft is free, convenient, secure and offers peace of mind. You no longer need to manually pay a bill each month. No stamps, no

envelopes, no worries, no hassle. And you'll have peace of mind knowing your monthly payment was made automatically, on time, and through a secure method.

Does auto draft cost anything? There are absolutely no charges to setup or use this service. Please be advised, however, that in the event you do not have sufficient funds in your account to cover the monthly payment amount, your bank may charge you an overdraft/insufficient funds fee. Fairlawn Sewer Authority will not be held liable or responsible for the payment of any overdraft charged or other bank fees because of an attempted transfer from your account containing insufficient funds. You will remain liable and responsible for any monthly payments which remain unpaid because of an unsuccessful attempted transfer from your account containing insufficient funds.

How can I begin this convenient service? It's quite simple. Simply complete the application and return it via mail or drop it off directly at the referenced address. Please provide a voided blank check or a savings account deposit slip with the application. The application and your voided check or deposit slip gives the accurate information needed to begin the service.