

**SHELBY COUNTY COMMISSION
P.O. BOX 10
COLUMBIANA, AL 35051**

**AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENTS
(ACH DEBITS)**

I authorize **Shelby County Commission–Water Services** to initiate entries to the account indicated below as follows:

- 1) They may initiate **Debit** entries, which removes money from my account, for payments that I owe, according to the schedule and other conditions to which the Shelby County Commission and I have agreed.
- 2) They may initiate **Credit** entries to reverse any transactions they have originated to my account in error.

Please provide the following information as it appears on your water bill. Please print.

Name _____

Service Address: _____

Customer #: _____ (1 to 5 digits)

Please provide the following information about your bank account. Please print.

Your Name _____

Bank Name or Financial Institution _____

Location of Bank or Financial Institution:

City _____ **State** _____ **Zip** _____

Bank Routing and Transit Number _____ (nine digits)

Bank Account # _____

Type of Account: **Checking** _____ **Savings** _____

This authority is to remain in effect until Shelby County Water Services has received written notification of its termination and has had a reasonable opportunity to act upon it.

Date _____ **Signed** _____

Daytime Telephone Number _____ **Email Address** _____

Be sure to include a voided blank check for verification. DO NOT use a deposit slip.

Many banks print internal transaction codes instead of their routing and transit numbers on their deposit slips. Using an invalid routing and transit number will prevent your transaction from being directed to the correct bank, resulting in delays in the posting of your payment.

Billing Office – customer name/service address/customer number verification		AC:	DOR:
Office Use Only	CSR:	DOE:	Route:
			Account: