

**Authorization Agreement for Pre-Authorized Debit  
South Tahoe Public Utility District**

I (we) hereby authorize South Tahoe Public Utility District, hereinafter called STPUD, to initiate debit entries to my (our) Account at the financial institution named below, hereafter called Bank. **I am attaching a voided check (no deposit slips).**

Bank Name: \_\_\_\_\_

Bank Account No: \_\_\_\_\_ Transit/ABA No: \_\_\_\_\_

This authority is to remain in full force and effect until Bank and STPUD have received written notification from me (or either of us) of its termination a minimum of 1 (one) month prior to the next scheduled withdrawal. All provisions of the STPUD's Administrative Code pertaining to billing, charges and fees shall remain in full effect.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

STPUD Acct. No: \_\_\_\_\_ Site Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

**Automatic Payment**

- You are making arrangements for automatic payments for **this quarter**.
- Fill out this Authorization form for Automatic Payment and return it to the Customer Service Office, **along with a voided check from your account (no deposit slips)**.
- Make sure you return the required authorization form and your voided check no later than **4 weeks before this current quarter ends** (e.g., if the quarter is January 1 through March 31, you would need to submit the paperwork no later than March 1).
- Next quarter the District will send you a regular quarterly bill for water/sewer services, with **"Autopay"** on the bill. This bill is sent to you, so that you may have a record of payment, but is **not intended for payment**.
- The District will deduct the exact amount of your quarterly charges **on the last business day of the quarter**. (e.g., if the quarter is January 1 thru March 31, your payment will be taken out on March 31, if it falls on a working day. Otherwise, it will be deducted the previous one to two business days before March 31).
- If you should have any questions prior to enrollment, feel free to call Customer Service at (530) 544-6474.
- If any of the data you have submitted changes, you must notify the District of those changes (bank name, account number, property sold, etc.) **one month before the automatic withdrawal is scheduled**.
- **Important: if you sell your property please notify us to delete you from the automatic payment program, otherwise we will continue to bill you.**
- If you own multiple properties in our district **you must complete a separate form for each property**.
- If your STPUD automatic payment is returned from the bank **there will be a twenty dollar returned check fee assessed to your account**.
- STPUD reserves the right to cancel you from the automatic payment program in the event your debits are returned.