



**TOWN OF CLOVER
AUTHORIZATION FOR BANK DRAFT
WATER AND SEWER DEPARTMENT**

The Town of Clover is pleased to offer you the availability of bank draft. By authorizing this draft, the worry of paying water bills on time is eliminated. The Town will process all necessary paperwork and will automatically draft the bill amount out of the customers designated account. Customers who authorize the drafting of their accounts will receive a monthly bill stating the account will be drafted. Please attach a voided check to this application for processing. Accounts will be drafted on the third (3rd) of the month or the first business day after the third for their total bill amount.

BANK DRAFT AUTHORIZATION

This is my authorization to the Town of Clover to automatically debit my bank account for the payment of all water and sewer bills (bill includes water, sewer and/or sanitation charges). I understand that this authorization will be in effect until I notify the Town of Clover and my financial institution, in writing, that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution. I give my financial institution a written notice identifying my entry, stating that it is in error and requesting credit back to my account within 15 calendar days following the date or 45 days after posting, whichever occurs first.

I understand that the Town may impose a processing fee in the event the debit entry is not paid by my financial institution for a valid reason.

Customer Name: _____

Service Address: _____ **Account #:** _____

Customer Signature: _____ **Date:** _____

ATTACH VOIDED CHECK

FOR OFFICE USE ONLY:

Date Posted: _____ Account #: _____ Initials: _____