

TOWN OF PRINCETON
Bank Draft Authorization Form

Customer Name: _____

Utility Account No.: _____

Service Address: _____

I authorize Town of Princeton to automatically debit my account at my banking institution on the due date each month for payment of my utility billing. My authorization is given for the full payment of and total charges to my account. I understand that this authorization will be in effect until I notify Town of Princeton in writing that I no longer desire this service, allowing at least ten (10) business days to act on my notification.

If I need to change bank accounts, I will notify Town of Princeton at least ten (10) days prior to my draft date so my old account will not be debited. I understand failure to notify Town of Princeton may result in a returned check charge if the draft is returned by the bank.

If the bank draft is unpaid due to insufficient funds, a returned check fee will be charged. I understand any returned payment and service charge must be paid in **cash only** within 24 hours of notification. I further understand that if the amount due is not received within 24 hours, my water service will be suspended and an additional reconnect fee of \$30.00 will be added to the charges due. Continuation of insufficient funds will result in removal from the bank draft list.

Town of Princeton will not be responsible for any bank charges if I fail to follow the previously outlined procedures for stopping the draft.

Signature

Date

(Attach voided check here)