



BERWICK AREA JOINT SEWER AUTHORITY
1108 FREAS AVENUE
BERWICK, PA 18603
Telephone: (570) 752-8477 Fax: (570) 752-8479
Website: www.berwicksewer.org

AUTHORITY OFFERS AUTOMATIC BILL PAYMENT

ACH APPLICATION FORM

Please complete all fields below within this application to start the automatic withdrawal of your payment.

Check One: New Enrollment Change

BAJSA	
Account Number:	Bank Name:
Account Name:	Bank Address:
Mailing Address:	City:
City:	State:
State:	Zip:
Zip:	Bank Telephone Number:
Service Address:	ABA/Routing Number:
Primary Phone:	Bank Account Number:
Secondary Phone:	INCLUDE A COPY OF A VOIDED CHECK OR SAVINGS ACCOUNT DEPOSIT SLIP(starter checks not accepted)
Email Address:	

I wish to have my payments withdrawn automatically from the following bank account:

- CHECKING ACCOUNT (enclose a voided check)**
- SAVINGS ACCOUNT (obtain the following from the bank)**

AUTHORIZATION AGREEMENT FOR AUTOMATIC CLEARING HOUSE TRANSACTIONS

I hereby authorize the financial institution I have named on this application to charge the account I have specified for payment on my BAJSA sewer bill. I agree that such charge to my account shall be the same as if I had signed a check to pay my bill. I have the right to stop payment of a charge by notifying BAJSA within 15 (fifteen) business days of the due date of my bill. If I stop payment 2 (two) times in one year, I will be excluded from this plan. In addition, I understand that both the financial institution and BAJSA reserve the right to terminate this payment plan and/or my participation therein. At any time I may elect to discontinue my enrollment in this plan.

SIGNATURE _____

DATE _____

RETURN TO: BAJSA, 1108 FREAS AVENUE, BERWICK, PA 18603-1710

NEVER WRITE ANOTHER CHECK OR PAY LATE FEES AGAIN!

SAVE TIME AND MONEY WITH AUTO-PAY AND IT'S FREE!

How does the program work?

By signing up for our automatic bill payment plan, your quarterly sewer bill will be automatically deducted from your designated checking or savings account on the last business day of the due date. We will send notification to your bank to transfer the exact draft as is shown on each quarterly billing you receive.

Why sign up for automatic bill pay?

Convenience, security, and peace of mind! You will no longer have to write a check for your sewer payment – no checks, no stamps, no envelopes, and no trips to the mail box. You'll also have peace of mind knowing that your sewer bill was made automatically, on time with no late fees, and through a secure method.

Will I receive a bill?

Yes. Your quarterly bill will be mailed to you. You will be able to review your bill, and notify us if you have any questions. If for any reason there is a dispute, you can contact us prior to the automatic withdrawal date to resolve the dispute before your payment is withdrawn.

Does ACH cost anything?

There is **no charge** to setup or use our ACH service. Any uncollectible amounts will be charged a \$45.00 Non-sufficient Fund Charge.

How can I begin this convenient service?

It's very simple. Just fill out the ACH Application Form on the back of this form, and mail, fax or drop it off to us. Please enclose a voided blank check or savings account deposit slip with the application form. Write "void" across the face of your check or savings account deposit slip from a current account. The ACH Application Form and your voided check or savings account deposit slip will give us the accurate information we need to begin your ACH service.

When will my Automatic Bill Payment Begin?

Please pay your current bill in full with a separate check. If your account does not have a zero balance, your first automatic payment will be for the entire amount owed. Once "**DO NOT PAY – ACH**" appears on your next bill, your ACH service is active and you will no longer continue to send in payment.

Can I cancel the ACH service?

The ACH draft may be canceled by contacting BAJSA and providing **72 business hours notice**.

Can I set-up an ACH draft if I don't have checks?

If you do not have physical checks, you may enclose a letter, signed & dated, by your bank official stating you are the owner of the checking or savings account associated with both the routing and account numbers they provide.

What happens if I change my bank?

If you change checking or savings account from your current bank to new bank, you will need to complete a new ACH Application Form and mail it to us along with a voided blank check or savings account deposit slip.

Can I set my draft up for monthly payment instead of quarterly?

No. ACH withdrawals are made only on the billing cycle due dates listed on your bill.

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