

# BERKELEY COUNTY PSSD

P.O. BOX 944

MARTINSBURG, WV 25402

Phone 304-263-8566 Fax: 304-262-4513

## AUTHORIZATION AGREEMENT FOR PREAUTHORIZED DEPOSITS (CREDITS)

I hereby authorize Berkeley County Public Service Sewer District to initiate credit entries to my account number indicated below at the depository named below and to initiate, if necessary, debit entries or adjustments for any credit error.

**Please attach a voided check.**

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### CUSTOMER INFORMATION

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

Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### BANKING INFORMATION

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transit/Routing ABA # \_\_\_\_\_ Account Number \_\_\_\_\_

{ } Billing Balance

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I acknowledge that the origination of ACH transaction to my account must comply with the provisions of U.S. Law. This authority is to remain in full force and effect until written notice of my intention to terminate this agreement (30 days notice is required) has been provided.

\_\_\_\_\_  
Customer Name—Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

**NOTE: You will continue to receive a monthly billing from the district. The District continues to send this bill so you, the customer, will be able to keep track of you water consumption and minimize any leaks which may occur. The ACH Transaction will be submitted on or about the 30<sup>th</sup> of the month, depending on weekends and holidays, in this case the day before or after.**