

**WAYNE WATER DISTRICTS  
BANK DRAFT AUTHORIZATION & SERVICE FEE WAIVER**

SE       EW       BP       SW       NW

Customer Name \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number \_\_\_\_\_ Acct # \_\_\_\_\_  
Service Address \_\_\_\_\_ City/Zip \_\_\_\_\_

I authorize Wayne Water Districts to automatically debit my account at my banking institution on the due date each month for payment of my water bill. I understand that this authorization will be in effect until I notify Wayne Water Districts that I no longer desire for my bill to be paid via autopay.

If I need to change bank accounts, I will notify Wayne Water Districts at least 10 days prior to my draft date so my old account will not be debited. *I understand failure to notify Wayne Water Districts may result in a returned check charge if the draft is returned by the bank.*

Once the account is setup for autopay and is scheduled to draft, I understand that payment by another method will not stop the draft process and will result in a duplicate payment to my water account. If the draft is returned by the bank, returned check charges will be applied. Wayne Water Districts will not be responsible for any bank charges if I failed to follow the previously outlined procedures for stopping the draft.

I further understand that if I have established a Bank Draft in exchange for a service fee waiver, *the authorization must remain in effect for a minimum of two (2) years or the waived fee will be added back to my account.*

This authorization is non-negotiable and non-transferable.

|                             |                         |
|-----------------------------|-------------------------|
| _____<br>Customer Signature | _____<br>Date           |
| _____<br>WWD Representative | _____<br>WWD Supervisor |

**FOR IN OFFICE STAFF USE ONLY:**

|   |     |    |
|---|-----|----|
| Is this Draft Authorization for a \$50 Service Fee Waiver? (Circle) | YES | NO |
|---|-----|----|