



## Direct Pay Agreement Form

I, \_\_\_\_\_, agree to have payments automatically debited from my checking account.  
(Please print name)

By signing this form, I understand that:

- These payments will be drafted on the 20<sup>th</sup> of each month (or quarterly, if my account is on availability.) If the 20th of the month falls on a weekend or bank holiday, the withdrawal would occur the next business day.
- If this form is received in the District office after the 5<sup>th</sup> of the month, I will need to include a payment for the current month (all new Direct-Pay accounts require a pre-notification process with the banking institution and the Federal Reserve.)
- If I have multiple accounts with the District, I will need to sign one form for each account that I wish to have drafted through Direct-Pay.
- It is my responsibility to be certain that I know the balance of my PAWSD statement each month and that funds are available in my account to cover every transaction.
- If an automatic withdrawal is returned for any reason, a \$20.00 fee for the return payment would be added to my account as a processing charge.
- Notification to change or terminate this agreement must be received in the District office prior to the 17<sup>th</sup> day of the month, in order for changes or termination to be effective for that monthly or quarterly period.

*Once this signed form is received in our office, we will contact you to get your routing and account information*

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Pagosa Area Water and Sanitation Account No.

\_\_\_\_\_  
Best Contact Phone Number