

**AUTHORIZATION FORM
DIRECT DEBIT OF ACCOUNT**



Name: _____ SSN#: (Optional) _____
Last First Middle

Primary Phone Number: _____ Secondary Phone Number: _____

Service Address: _____

Email Address: _____ JCW Customer #: _____

Please check an option below (select only one):

- Automatic Debit - recurring debit from a checking or savings account. **Please complete and sign this form, attach a voided check for the account you wish to debit and return to the address listed below. Phone number is required.**
- Change of accounts and/or financial institution. **Please complete and sign this form, attach a voided check for the account you wish to debit and return to the address listed below. Phone number is required.**
- Cancel participation. **Please complete and sign this form, for the account you wish to remove from participation and return to the address listed below. Phone number is required.**

Select Primary Account: Checking/Money Market^{1*} Savings*

Account # _____ Routing (ABA) # _____

Your routing and checking account numbers appear at the bottom of your check. To assure accuracy, please attach a voided check. If you have trouble locating these numbers, please contact your financial institution for assistance.

The amount due on your wastewater statement is automatically deducted from your banking account for each billing period, unless written authorization is received canceling participation of direct debit. JCW will notify you of any changes to the rate and/or AWWU.

***Please be advised that, if you choose to use a Savings or Money Market Account, your financial institution may limit the number of transactions and assess a fee for exceeding the limit or decline the direct debit authorization. Please contact your financial institution for further information.**

**** Please allow up to four weeks for your request to be processed. You are responsible for payment until this direct debit service is established****

*****All Returned Direct Debit Authorizations are subject to a 30.00 Fee**

Payment Period: Monthly (Commercial Only) Bi-Monthly (Residential only)

Financial Institution _____

City: _____ State: _____ Zip: _____

AUTHORIZATION STATEMENT:

I hereby authorize Johnson County Wastewater and the financial institution above to debit my account electronically each payment period. This authority will remain in effect until I have signed a new authorization, or upon written notice to cancel participation.

Signature (Required)

Date (Required)

CANCELLATION:

You must notify JCW in writing to cancel this service.

Please Sign this form and return to the address listed below

**Johnson County Wastewater Customer Service
11811 S Sunset Drive, Suite 2500
Olathe, KS 66061
(913)715-8590 or Fax (913)715-8501**

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Please do not send sensitive information such as banking information, PIN number or full Social Security number by email. Johnson County Wastewater will not request this information by email. If you need to update this information or providing it will help us serve you better, please contact our Customer Service Center by calling 913-715-8590.

¹ If the Money Market Account used is not a Demand Deposit Account, the direct debit authorization may be declined. Please contact your financial institution for further information.