

**NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
"WATER DEPARTMENT"**

"AUTOMATIC DEBIT PLAN ENROLLMENT FORM"

Authorization Agreement for Preauthorized Payments

By signing this, I authorize the financial institution (bank) named below to charge my savings or checking account to pay my monthly or quarterly Northampton Borough Municipal Authority (NBMA) water bills or water/sewer bills. I agree that each charge to my account shall be the amount shown on my bill. I have the right to stop payment of a charge by calling NBMA within five days of receiving my bill. If I stop payment two times in one year, NBMA will take me off of this plan. Also, I understand that both my bank and NBMA reserve the right to end this payment plan and/or my enrollment in the debit plan. Also, at any time I may choose to be taken off this plan. If I so choose, I will give notice upon receipt of my bill to NBMA. I understand and agree that NBMA is not liable for erroneous bill statements or incorrect debits to my account, except that should an error occur, NBMA will be responsible to correct it once I notify them of the error.

ALL INFORMATION MUST BE COMPLETED OR FORM WILL BE RETURNED TO YOU.
PLEASE PRINT CLEARLY

NBMA ACCOUNT NO. _____ NAME _____
(as it appears on your water bill)

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE NO. _____

SERVICE LOCATION _____
(If different from address above)

NAME OF DEPOSITOR _____
(Property Owners Only)

NAME OF FINANCIAL INSTITUTION _____

_____ Checking Account - Please sign below and enclose a blank check marked "VOID."

_____ Savings Account (no passbook accounts) -Please provide account information and sign below.

Account Number _____

ABA Routing Number _____
(9 digit number obtained from your financial institution)

Signature _____ Date _____

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY

“WATER DEPARTMENT”

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MAKE PAYING YOUR WATER BILL EASY
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When you enroll in our new Easy Payment Plan, your bank transfers to Northampton Borough Municipal Authority (NBMA) the exact amount of your monthly or quarterly water bill they transfer it directly from your checking or savings account **on the due date of the bill**. You are responsible for having enough money in the account you select on the payment date. An insufficient fund charge (current amount \$20.00) will be due immediately should your transfer be returned due to insufficient funds. In addition , your automatic debit plan service will be cancelled if two payments are returned for any reason in a twelve month period. You can save on check charges, stamps, envelopes and time by enrolling in this plan.

THE AMOUNT OF YOUR BILL IS AUTOMATICALLY DEDUCTED . Each month, on the due date of your bill, your bank will deduct the amount due from your checking or savings account. They will automatically send it to NBMA . Your bill will be paid promptly , on the due date, every month or every three months . **Your privacy will be protected** . The payment goes directly to NBMA electronically . NBMA cannot get information about your bank account.

CUSTOMER WILL BE INFORMED . As part of the plan, you as a customer will continue to receive a bill every month or every three months from NBMA . Bills will be issued for your personal record - keeping only. This bill will indicate the amount being deducted from your account. The amount and date of your automatic transfer will be shown on your bank statement . You can call the NBMA office at 610-262-6711 if you would have any questions regarding your payments.

TERMINATION OF PLAN : This authorization will remain in effect until your water service has been terminated . You may also terminate this authorization by written notice OR visit our website www.nbma.org . Cancellation will occur within seven days after such notice is received.

ADDRESS CHANGE: Please notify NBMA of any address changes as soon as possible.

SIGNING UP:

Fill out the enrollment form or visit our website www.nbma.org

Mail it to: **NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
1 Clear Springs Drive, P.O. Box 156
Northampton, PA 18067-0156**