



## **AUTOMATIC DRAFT/ACH DEBIT AUTHORIZATION AGREEMENT FORM INSTRUCTIONS**

To have your water bill payment automatically drafted through an automatic draft/ACH debit through a checking account on a monthly basis, please complete the Automatic Draft/ACH Debit Authorization Agreement Form and provide a **voided check** from your checking account. If you cannot provide a voided check, please provide a letter from your bank for which you have your checking account with on their letterhead to include your bank routing number and your checking account number.

You must have this turned in to our office by the **15<sup>th</sup> of the month** in order for us to process your bank draft for the following month's bill.

To submit this information, please scan the information and email it to: [shwater@springhilltn.org](mailto:shwater@springhilltn.org) or you can mail it to:

City of Spring Hill  
Attn: Water Dept.  
P.O. Box 789  
Spring Hill TN 37174

You will continue to receive a utility bill statement of service. When your account has successfully been set up for automatic draft/ACH debit, your bill will state **BANK DRAFT – DO NOT PAY**. If your bill does not have this statement, it has not been set up and you must manually pay your bill. Funds will be drafted from your checking account between the 15<sup>th</sup> – 17<sup>th</sup> of the month.

There are no additional fees or costs to use our automatic draft/ACH debit option.

If you have any further questions, please call us at 931-486-2252 and ask for the water billing department.

FOR INTERNAL USE ONLY

|                             |
|-----------------------------|
| Bank Routing # _____        |
| Bank Account # _____        |
| SHWW Customer Acct. # _____ |

## AUTOMATIC DRAFT/ACH DEBIT AUTHORIZATION AGREEMENT FORM

I/we hereby authorize the City of Spring Hill, hereinafter called COMPANY; to initiate debit entries to my/our checking account indicated below at the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

COMPANY: Spring Hill Water Works      FED ID #: 62-0692693

BANK NAME: \_\_\_\_\_

### **A VOIDED CHECK MUST BE ATTACHED**

This authorization is to remain in full force and effect until COMPANY has received a written notification from me/us of its termination in such and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s): \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**IF YOU CHANGE BANKS AND/OR ACCOUNT NUMBERS, PLEASE NOTIFY SPRING HILL WATERWORKS IMMEDIATELY.**

**NOTE:** All written debit authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

This completed form, along with a voided check, can be dropped off at City Hall in person, or the payment dropbox, mailed or scanned and emailed to [shwater@springhilltn.org](mailto:shwater@springhilltn.org)

199 Town Center Parkway  
P.O. Box 789  
Spring Hill TN 37174

Phone: 931-486-2252  
Fax: 931-486-0516  
[www.springhilltn.org](http://www.springhilltn.org)