

ASPENS PINES WATER AND SEWER DISTRICTS
PO BOX 1450, AFTON, WY 83110
307-739-9777, option 2 aspenspineswsd@gmail.com

ACH Recurring Payment Authorization Form

Schedule your quarterly user fee payment to be automatically deducted from your checking or savings account. Please complete, sign and return this form to get started.

Here's how recurring payments work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged the quarterly fee amount indicated on the enclosed statement each billing period. Your payment will appear on your bank statement as an "ACH Debit." You agree that no prior notification will be provided unless the date and amount changes, in which case you will receive notice from us via e-mail at least 15 days prior to the payment being collected.

Please complete the information below:

I, _____, authorize Aspens Pines Water and Sewer District to
(please print full name as it appears on statement)
charge my bank account indicated below on the 30th day of each quarter (1/31/21; 4/30/21; etc.) for payment of my water and sewer user fees.

Account number from Aspens Pines Water & Sewer District Statement: _____

Billing Address: _____ Phone#: _____ (required)

City, State, Zip: _____ E-Mail: _____ (required)

Would you like to receive your statements by email? Yes

Account Type:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Account Ownership:	<input type="checkbox"/> Business	<input type="checkbox"/> Personal
Name on Account:	_____				
Bank Name:	_____	Bank City/State:	_____		
Bank Account Number:	_____ (please do not include check number)				
Bank Routing Number:	_____ (9-digit number at bottom of check between colons)				

SIGNATURE: _____ DATE: _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Aspens Pines Water and Sewer Districts in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. The return of a check (electronic or paper) issued to the Aspens Pines Water & Sewer District will result in a \$25.00 returned check fee being placed on the account, no matter the reason. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that Aspens Pines Water and Sewer Districts may at its discretion attempt to process the charge again within 30 days, and I agree to an additional \$25.00 charge for each attempt to collect the funds, which will be initiated as a separate transaction from the authorized recurring payment. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.