Customer Name: _____

Last First

_____

Account #

CALLAWAY 2 WATER DISTRICT – ELECTRONIC AUTHORIZATIONS

_____

Location Address

_____ _____

EMAIL ADDRESS PHONE NUMBER(s) ☐ Cell ☐ Home

☐ I agree to receive my **statements and notifications electronically** rather than by mail and to the terms and conditions listed in the Electronic Document Disclosure found on page 2 of this document.

☐ I authorize Callaway 2 Water District to debit the bank account indicated below on the 8th of each month for payment of my obligations and to the terms and conditions listed in the Automatic Payment Disclosure found on page 2 of this document.

****If your account is currently on a payment plan, please wait until it is completed before signing up for Automatic Payments****

_____ _____ _____

Financial Institution Routing Number (see below for example) Account Number

Attach voided check if available

Automatic Payments can be set up on a debit or credit card. Please contact the office at (573) 642-6898 for more information.

I understand and agree to all applicable Terms and Conditions listed on page 2 of this document.

_____ _____

Signature Date

Your consent to this Agreement(s) is evidenced by your application for electronic notifications and/or automatic payments. Please allow up to two billing cycles for the setup process.

Definitions

"**You**" or "**Your**" or **"Client"** or **"They"** or **"Their"-** The person applying for electronic delivery services
"**We**", "**Us**", or "**Our**" – Refers to Callaway 2 Water District and associated employees
"Company" – Callaway 2 Water District
"Policy" – Written and Oral Company guidelines
"**Relationship(s)**" – Any relationship between you and us including water service for landowners and renters
"**Electronic Communication(s)**" – Paperless document transmissions originated or received through a computer
"ACH" – Automatic Clearing House

Electronic Document Disclosure

Terms

1. In order to access and retain Electronic Communications, you must have:
    a. A personal device, operating system, and telecommunications connections to the Internet.
    b. An email account and email software.
    c. Sufficient electronic storage capacity on your device's hard drive or other data storage unit, to download and save electronic disclosures, if so desired.
    d. An operating system capable of supporting such software as necessary to view our electronic notifications.
2. You request to receive the Electronic Communications, along with any required disclosures, via our website or email, rather than by U.S. Mail.
3. Notifications include but are not limited to monthly billing, payment reminders, and boil advisories.
4. You agree to keep us informed of your current email address(es) by advising us of changes in writing or by sending us the current email address through our website or other communication method.
5. You agree to promptly review each Electronic Communication after receipt of notification of availability.
6. If we change the minimum hardware or software requirements, and you are unable to receive Electronic Communications, you will be released from this Agreement without any penalty or consequence to you.
7. You may withdraw your request for Electronic Communications by sending written notice to the address provided on our website or at our office. Upon withdrawal, the documents will be sent in paper form to your address of record. Upon termination of Electronic Communications by you or us, a new request will be required to reinstate Electronic Communications.
8. Your request to receive Electronic Communications shall continue in full force and effect indefinitely unless and/or until it is withdrawn or terminated as provided above and shall apply to all of your current and future relationships with us. You may withdraw your request to receive Electronic Communications with respect to one or more relationships at any time by following the procedures outlined above and specifying the relationship(s) for which you no longer want to receive Electronic Communications.
9. You will ensure the confidentiality of your user ID, password(s), and secret word, and agree to indemnify, defend, and hold harmless, the Water District and its employees, directors, officers, and agents against any loss, claims, damages, judgment, awards, legal obligations, costs, or expenses, including, without limitation, all fees and expenses of Water District's counsel based upon, arising from, or relating in any way to the Water District's honoring this request.

Automatic Payment Disclosure

Terms

1. Completion of this form indicates the client hereby authorizes the Company to initiate debit entries to the Client's account and Financial Institution or Debit/Credit Card indicated to credit the same entry to the listed account for the purpose of paying the client's monthly water bill.
    a. It is acknowledged that origination and subsequent actions must comply with the provisions of U.S. Law.
2. The Client understands that by implementing this authorization for direct ACH debit from their account, the amount withdrawn on the 8th of each month will equal the total account balance previously mailed.
    a. If the 8th of the month falls on a weekend or holiday on which the Company is not open, the payment will be withdrawn from the Client's account on the next business day.
3. The Client understands that if the ACH withdrawal initiated by the Company and sufficient funds are not available, the following will occur:
    a. The Client will be sent a notification documenting the failed transaction and will then be required to make other arrangements to satisfy that month's payment by the Complany's existing policy schedule.
    b. Existing payment penalty requirements may apply.
    c. Upon two occurrences of failed ACH transactions, the Client may lose the privilege of making payments via Automatic ACH and payment will then revert to other acceptable methods as established by the Company's policy.
4. The Client understands that by implementing this authorization for debit from their Debit or Credit card, the amount charged on the 5th of each month will equal the total account balance previously mailed.
5. The Client understands that adequate funds must and will be available for withdrawal on the applicable date.
    a. The Client understands that, should the transaction be denied for any reason, the Company may, *at its discretion*, resubmit the transaction before the payment due date.
    b. Should the transaction be denied for any reason, the Client is responsible for making alternative payment arrangements, regardless of receipt of notice.
6. The Client agrees to keep their payment information and preferences updated with the Company.
    a. Any changes to payment information must be received by the last business day of the month to go into effect for the next month.
    b. Request to terminate this agreement must be received by the last business day of the month to go into effect for the next month.
        i. This authorization will remain in effect until cancellation by the Client.