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*Commissioners*  
*Brian Sheldon – Gwen Brake – Glenn Ripley*

Dear Customer,

North Beach Water District offers the Direct Payment Plan as an option for paying your monthly water utility charges. You may have your charges deducted automatically from your checking or savings account.

**Here is how the Direct Payment Plan works:**

You authorize deduction of your monthly water utility charges from your checking or savings account. When you receive your monthly water bill record the charges in your checking account register then just sit back and relax, your payment will be made automatically on the 11<sup>th</sup> of each month. If the 11<sup>th</sup> falls on a weekend or holiday the effective date will be the following business day. The authority you give to debit your account will remain in effect until you notify us to terminate the authorization.

**Instructions:**

1. Select whether you want the funds to be withdrawn from your checking or savings account.
  2. Fill in your financial institutions information – name, location, account number, and routing number.
  3. Send a “voided” check for clarification.
  4. Sign and date the authorization form.
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**AUTHORIZATION FOR DIRECT PAYMENT**

I authorize **North Beach Water District** to initiate electronic debit entries to my bank account.

Water Account Number \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Financial Institution City and State \_\_\_\_\_

Type of Account (Checking or Savings) \_\_\_\_\_

Routing/Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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