



AUTOMATIC PAYMENT PLAN REQUEST AUTHORIZATION

200 S. Ivy St. S Room 177 S Medford OR 97501

Here's How It Works:

Customers fill out form below to authorize a regularly scheduled payment from their checking or savings account. Customers will still receive a monthly water bill showing how much will be deducted from the account. The payment will be automatically transferred from the customer's bank account on the bill's due date. Proof of payment will appear on bank statements.

The program will take 30-60 days to go into effect for each participant. Customers should continue paying water bills, using their customary method of cash or check, until receiving the following notice on the water bill:

"(Billed amount) will be deducted from your checking/savings account on (due date)."

1. PRINT OR TYPE INFORMATION

I (we) authorize and request Medford Water Commission and the financial institution named below to process variable debit/credit entries to my (our) checking/savings account. This authority will remain in effect until MWC receives written notification to terminate authorization. MWC may discontinue authorization at any time subject to eligibility of customer.

Name:

(Last)

(First)

(Middle Initial)

Service Address:

Water Account No:

Telephone: ()

Customer Financial Institution:

Branch Address & City:

*Bank Routing Number:

*Account Number:

*Contact your financial institution for routing and/or account number

Check One: Checking Savings

Check One: Establish APP Change APP Discontinue APP

Signature:

Date:

Name of Second Signer if necessary:

Signature:

Date:

2. ATTACH VOIDED CHECK FROM CHECKING ACCOUNT (No Deposit Slips Please!)

So that we can verify your account and routing numbers

3. MAIL TO MWC & KEEP A COPY FOR YOUR RECORDS

FAX and email are not acceptable to financial institutions

Questions? Call (541) 774-2430

For MWC use:

Processed: _____

Date

CSR