

TOWN OF OAK GROVE WATER/SEWER DEPT.

407 East Main Street
Oak Grove, LA 71263

ACH Bank Draft Payments Sign-Up Form

CUSTOMER INFORMATION:

Name: _____

Water Account No. _____

E-Mail Address: _____

Phone No. _____

FINANCIAL INSTITUTION INFORMATION:

Bank Name: _____

Bank Routing No.: _____

Name on Account: _____

Account Type (circle one): Checking / Savings

Account No.: _____

I certify that the information above is correct, that I am an authorized signee or designate of the account provided for ACH transactions, and that I am authorized to provide this information.

I authorize The Town of Oak Grove Water/Sewer Dept. to deduct my utility payments from this bank account via Electronic Funds Transfer (EFT). I understand sending a written notification to The Town of Oak Grove Water/Sewer Dept. will revoke this authorization.

The Town of Oak Grove Water/Sewer Dept. reserves the right to cancel EFT due to insufficient funds without notice.

Printed Name

Date

Authorized Signature

Date

Dear Customer,

SUBJECT: BANK DRAFT

This letter is to inform you of the bank draft payment option. Please find enclosed an Authorization Agreement that enables us to initiate debits from your bank account for payment. Please print all information clearly and return the agreement along with, if possible, a voided check.

Note that bank draft requests received after the 20th of the month will not take effect until the billing cycle for the next month. i.e. bank draft request received on July 16 will not draft until the bill due for September 10th.

It is your responsibility to make certain that your bill is paid, if for any reason your bank draft does not go through.

Therefore, you will need to pay for your upcoming water bill by way of check or cash. As always, we thank you for your business. Should you have any questions or concerns, please contact our office.

Sincerely,

TOWN OF OAK GROVE WATER/SEWER DEPT.