



## Manila Community Services District

1901 Park St. Arcata, CA 95521 707-444-3803 Fax 707-444-0231  
District Website: [www.manilacsd.com](http://www.manilacsd.com)

### ACH Payment Request (DOUBLE-SIDED FORM)

Manila Community Services District offers ACH (Automatic Clearing House) debit to our customers. There is no cost to apply and no additional fee to you for this service. This method of payment automatically pays your utility bill directly from your bank account without the use of paper checks. After signing up for this payment option you will still continue to receive a utility bill, but the payment of your bill will be handled automatically. Payment will be deducted from your bank account on the 19th of the month you received your bill.

- If you wish to enroll, complete the authorization form, enclose a voided check and mail the form and the voided check to: Manila CSD 1901 Park Street, Arcata CA. 95521
- The debit authorization must be received at least 30 days prior to your next billing date.
- You will continue to receive a utility bill which will reflect the amount due and the due date when your account will be debited.
- If your payment is dishonored or returned the amount of payment plus the normal returned item fee and any applicable late charges will be added to your account.
- The ACH debit will remain in effect until one of the following occurs:
  - a) You cancel your direct debit authorization by notifying us in writing at least two weeks prior to the next billing date.
  - b) A request for a final bill is received by our office. ACH debit cannot be used for final bills.
  - c) We receive notice from the bank of insufficient funds.
  - d) We receive notice from the bank of customer account changes such as an account closed.

Please retain a copy of your signed application for your records. Should you have any questions regarding the direct debit program, please contact our office  
Manila Community Services District at (707)444-3803

# Manila Community Services District Authorization Agreement for Direct Payment

I authorize the Manila Community Services District to automatically withdraw funds from my checking account named below, and financial institution named below to pay my utility bills directly to the Manila Community Services District. I require no additional notices prior to action being taken on the authorization.

**PLEASE PRINT**

Customer Information:

Customer Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Service Address: \_\_\_\_\_

Names on Account: \_\_\_\_\_

Bank Account Information:

Bank Name: \_\_\_\_\_

Routing # \_\_\_\_\_ Bank Account #: \_\_\_\_\_

This Authorization is to remain in full force and effect until Manila Community Services District has received written notification from me of its termination in such manner as to afford Manila Community Services District a reasonable opportunity to act on it. The District will terminate this agreement upon receipt of a request for a final bill or notification from the bank of insufficient funds or reversal due to customer account changes. If the bank notifies the District of insufficient funds or a reversal your water service account will be charged the current Returned Item fee as set forth by the District's policy.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH A VOIDED BANK CHECK IN SPACE BELOW**