

Dear Homeowner:

We at Alpine Lake Public Utilities Company (ALPUC) are excited to offer customers an electronic alternative to paying their monthly water and sewer bill. We have not been able to offer this service in the past due to cost. With the help of our financial institution we have derived a way to accommodate this service, but limiting it to a one-day transaction that will occur on the 7th of each month.

If you are interested in this free service, fill out the attached authorization and complete, sign and enclose a voided check and mail back to ALPUC. We must receive your authorization prior to the 1st of the month to insure that we have time to set up the authorization for the current bill.

The total amount due will be debited from your account on the 7th of each month unless the 7th falls on a weekend or holiday, if this situation occurs the amount will come out the next business day. If you choose to utilize this service you will continue to receive your monthly billing in the mail so you will have record of the amount that will be debited from your account as well as the date it will be withdrawn from your account.

If you would have further questions, please do not hesitate to contact our office at (304) 789-6996.

Automated Clearing House (ACH) Authorization

This form authorizes Alpine Lake Public Utilities Company to electronically withdraw my monthly charge for water and sewer services from a designated bank account on the **7th of each month**. Before any electronic withdraws take place, Alpine Lake Public Utilities Co. must receive this **completed, signed form along with a voided check**.

PARTICIPANT INFORMATION	
Name on Account	Lot and Section Number
Phone Number:	
Address	
City, State, Zip	

ACCOUNT INFORMATION	
Bank Name	
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing Number (Also know as Transit Number or ABA Number)	
Account Number	

I authorize Alpine Lake Public Utilities Co. to debit my monthly amount due for water and sewer services from the account specified on this form on the 7th of each month. If the 7th of the month falls on a weekend or holiday the amount will be debited from the account the next business day. This authorization will remain in effect until I send written notice to Alpine Lake Public Utilities Co. to terminate this service. Notification of such change or termination must be received by the 1st of the month to allow sufficient time to terminate the electronic withdraw.

I understand that if the account is overdrawn as the result of an authorized debit by Alpine Lake Public Utilities Co., I will be responsible for any fees charged by my financial institution for non-sufficient funds or otherwise.

I further understand that Alpine Lake Public Utilities Co. will continue to mail my billing to me monthly to indicate the amount that will be debited from my account each month.

Signature(s): _____ Date: _____