



# BANK DRAFT BILL PAYMENT

Beginning January 1, 2002 electronic drafting of your bank account for your water and sewer payment will be available. This method of paying your utility bill has many advantages for you – you don't have to write a check, spend money mailing it or make a trip to pay in person. When you are out of town or ill, you will enjoy peace of mind, knowing this obligation has been satisfied. The Town benefits from this service through the reduction of the staff time needed for data entry, helping your tax dollar operate efficiently.

**How does electronic draft work?** If you choose to pay your water and sewer bill by bank draft, you will still receive a hard copy of your bill at the beginning of the month. The bill will indicate that your charge will be paid by bank draft. **Please continue to pay your bill in person, by mail, by drop box or by visiting our web site at [www.spring-lake.org](http://www.spring-lake.org) until your billing statement states: Do not pay this bill your account will be drafted.** The Town of Spring Lake will draft your bank account for the amount due on the 18<sup>th</sup> of each month. Your account will never be drafted earlier than the 18<sup>th</sup>. Your bank statement will provide you a record of the payment, just as if you had written a check.

All you need is a completed and signed authorization form and a blank check from your bank account with the word "VOID" written on it. A deposit slip is not acceptable. After receiving your authorization agreement and voided check, we will run a mock draft of your account. Once this has been approved, the electronic draft can take up to 3 months to start. Please note this service can be activated any time of the year.

## WHY DO BANK DRAFT?

### It's Easy

- No more mail to remember
- No more lines to wait in

### It Saves Money

- No more stamps to buy
- Less Town staff time needed

## HOW DO I SIGN UP?

### Authorize the Debit

- Fill out the form
- Sign the form

### Attach a voided check to the form & send

**Questions?** Call Water & Sewer Department  
at 436-0241 ext.317.

WHY NOT TAKE CARE OF THIS TODAY AND LET US PROVIDE THIS SERVICE FOR YOU?

**The Town of Spring Lake**  
**REVENUE DIVISION**  
300 RUTH ST, P.O. BOX 617  
SPRING LAKE, NORTH CAROLINA 28390-0617  
PHONE: 910-436-0241 FAX: 910-436-2667  
www.spring-lake.org

**Bank Draft Bill Payment Authorization**

**AUTHORIZATION AGREEMENT FOR PREARRANGED PAYMENTS (DEBITS)**

This is my authorization to the Town of Spring Lake to automatically debit my:

\_\_\_\_\_ Checking

\_\_\_\_\_ Savings Account

\_\_\_\_\_ (bank account number)

at the \_\_\_\_\_ of \_\_\_\_\_  
(branch) (financial institution)

in \_\_\_\_\_, \_\_\_\_\_  
(city) (state & zip)

I understand that this authorization will be in effect until I notify the Town of Spring Lake in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of the debit by notifying the Town of Spring Lake and my financial institution before the account is charged. If the erroneous debit is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if, within 15 calendar days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first, I give my financial institution a written notice identifying the entry, stating that it is in error and requesting a credit back to my account.

**THIS AUTHORIZATION IS NONNEGOTIABLE AND NONTRANSFERABLE.**

\_\_\_\_\_  
Customer Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

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

SEND TO: Town of Spring Lake Revenue Division P.O BOX 617, SPRING LAKE NC 28390  
or drop off at the Revenue Department at the Town Hall, 300 Ruth Street