



## PLUM BOROUGH MUNICIPAL AUTHORITY

4555 NEW TEXAS ROAD | PITTSBURGH PA 15239

PHONE: 412-793-7331 FAX: 412-798-9186

Dear Customer:

If you would like to avoid writing checks to pay your water/sewer/sanitation bill and paying for postage, you can take advantage of Direct Debit from your checking or savings account. Payment will be deducted from your account the day the bill is due. **If you wish to stop direct debit for any reason, it is your responsibility to inform the Authority in writing at the above address at least two (2) weeks in advance of any payment scheduled to be withdrawn.**

This authorization agreement must be completed for every customer utilizing Direct Debit from either checking or savings account. If you have questions regarding this option, please call the Authority office.

**Please return completed form to: Plum Borough Municipal Authority, 4555 New Texas Road, Pittsburgh, PA 15239**

This authorization agreement allows the Plum Borough Municipal Authority to initiate debits to the customer's account and allows the receiving institution to accept the debit entries withdrawing funds from the proper account.

----- (Detach at line and return this form) -----

### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEBITS

I hereby authorize Plum Borough Municipal Authority to initiate automatic withdrawals from my bank account for the amount indicated on my/our monthly bill. The payment from said account will be in the full amount due as stated on the monthly bill.

☐ Checking

☐ Savings

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

Bank Routing/ABA # \_\_\_\_\_ Bank Account # \_\_\_\_\_

This authorization is to remain in full force and effect until the Plum Borough Municipal Authority has received **WRITTEN** notification from me/us to terminate. Any changes in information must be received no less than **two (2) weeks** in advance of any payment scheduled to be withdrawn. Direct debits will begin with the next billing cycle after this form is received. In order to initiate Direct Debit. **Please note: ACCOUNTS MUST BE PAID IN FULL AT THE TIME OF APPLICATION.** Any direct debits made on overdrawn accounts will be charged as a bounced check and those fees will be added to the account.

Water/Sewer/Sanitation Acct. # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*PLEASE INCLUDE A VOIDED CHECK (CHECKING ACCT.) OR DEPOSIT SLIP (SAVINGS ACCT.)  
FROM THE ACCOUNT YOU WISH TO "DIRECT DEBIT".**