



# Iowa Lakes Regional Water

## Automatic Payment Withdrawal Authorization Form

### ACH Program

#### CUSTOMER INFORMATION

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

ILRW Account Number: \_\_\_\_\_ Reference Number: \_\_\_\_\_

#### FINANCIAL INFORMATION

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

Bank Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

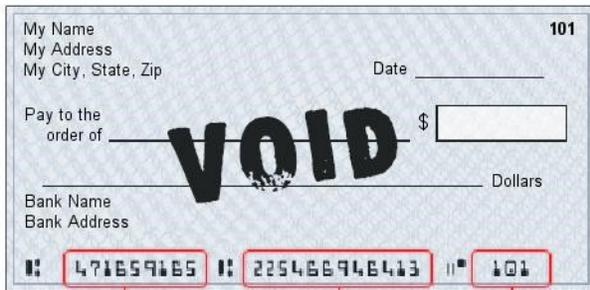
Type of Account:

Checking

Savings

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_



Routing Number

Account Number

Check Number

**For verification purposes, a voided check must accompany this form.**

#### Methods to return this agreement to ILRW:

##### Print & Mail

Iowa Lakes Regional Water  
Attn: Member Services  
PO Box 555  
Spencer, IA 51301

##### E-mail

member.services@ilrw.org  
Scan as a PDF or JPG  
Attach to email

##### Fax

712-262-8241  
Attn: Member Services

I, \_\_\_\_\_, authorize Iowa Lakes Regional Water, under the terms of the ACH agreement, to collect payment of my bill from the above-mentioned financial institution until such time I cancel this agreement and/or the bank account is discontinued.

I understand adequate account balances must be maintained by me for debit on the specified date of each month that is printed on my utility statement. If not, a late fee will be charged to my account and could lead to additional non-sufficient fund fees, cancellation of the ACH program, and/or disconnection of service.

**Customer Signature:** \_\_\_\_\_

*If you have any further questions, please contact our office at 712-262-8847*

# ILRW ACH Program

What your bill will look like once  
your ACH is processed!

To sign up for the ACH program, this form must be completed and returned with a voided check or deposit slip from your associated checking or savings bank account. Customers enrolled in this program will continue to receive a monthly statement, which will reflect AUTO PAY on the billing statement.

All customers will have ample time to review the statement and usage, plan for the automatic payment, or contact ILRW if there's a question about the bill. On the specified date of each month, the payment will be deducted from the bank account. If the due date falls on a weekend or holiday, the account will be debited on the next business day.

**Iowa Lakes REGIONAL WATER**  
PO Box 555 - Spencer, IA 51301

Office Hours:  
8:00 AM to 4:00 PM  
Monday Thru Friday  
(712) 262-8847  
Visit our website at  
[www.ilrw.org](http://www.ilrw.org)

Account Name  
Account Address  
City, State, Zip

Account #: \_\_\_\_\_ Monthly Billing Date Printed: 03/01/22

FOR EMERGENCY AFTER HOURS ASSISTANCE CALL: (712) 262-8847  
For water emergencies between the hours of 4:00 PM and 8:00 AM on weekdays and anytime on Saturday, Sunday or holidays, please call 712-262-8847 to access ILRW's emergency information.

Reading Date	New Reading	Old Reading	Gallons Used (In Thousands)	Water Charge	Water Service Line Protection Plan	Sewer Charges	Garbage	Total Charges
02/23/22	469	469	0	54.59	4.90	0.00	0.00	\$ 59.49
				WET/Sales Tax	3.57	0.00		\$ 3.57

Previous Balance \$ 0.00  
Balance Due \$ 63.06  
AUTO PAY 03/21/2022 \$

Please detach and return lower portion with your payment - Retain upper portion for your records

Monthly Billing Statement For:  
Account Name:  
Service Address:  
Reference #

\*4081000\*

xpress BILL PAY

Date Printed 03/01/22

Remittance Information  
Account #  
Balance Due \$ 63.06  
Balance Due After 03/21/22 AUTO PAY  
Amount Enclosed

Remit To:  
AUTO PAY 03/21/2022

IMPORTANT - If your address or phone number have changed, please update information on the back of this remittance slip.

## Availability of Funds

Customers are responsible for having sufficient funds in the indicated account on the payment due date. If the transaction cannot be processed for any reason, a past due notice will then be mailed and the payment must be made to ILRW office. Customers are responsible for all fees charged, should payment be returned for any non-payment reason. These fees may include late charges and non-payment fees. The automatic withdrawal will be canceled when two payments are returned in a six-month period for non-payment.

## Record of Payment

The amount due and date of your automatic payment will be shown on the regular bank statement, indicating proof of payment. If the amount differs from the bill, the customer must notify Iowa Lakes Regional Water and the financial institution within 24-hours of when the error occurred.

## Stop Payments

A customer must always advise Iowa Lakes Regional Water of any stop payment requests. A customer may stop payment by notifying their financial institution at least three days prior to the payment due date. When stop payment on a check is requested, the customer is responsible for any charges that may occur.

## Account Change

To ensure timely payment, the customer must notify Iowa Lakes Regional Water of any bank account changes and submit a new application when an account change occurs.

## Customer Termination

This authorization will remain in effect until Iowa Lakes Regional Water receives notice from a customer at least ten (10) days prior to the cancellation date or when service has been terminated and the final bill is paid in full.

## Program Termination

This program will remain in effect until Iowa Lakes Regional Water sends written notice to a customer thirty (30) days prior to the termination date.