

ACH Bank Draft Authorization Instructions

The Fripp Island Public Service District offers a free bank draft service as an automatic payment option for your water and sewer account. If you choose to utilize this payment option, your bank account will be drafted for the amount of your quarterly bill on the due date printed on your bill. Should the due date fall on a weekend or holiday, your bank account will be drafted on the first business day following the due date. Invoices for record-keeping purposes will continue to be mailed to customers who choose this payment option.

If you would like to have your quarterly bill amounts automatically deducted from the bank account of your choice, please complete page 2, attach a **voided** check from the bank account you would like drafted, sign and date the form, and return them to our office by regular mail. For security purposes, we request that you do not fax the form and voided check to our office.

If you are a new customer and do not have a PSD account number yet, you may omit this information, but be sure to include the address where you receive service and the owner's name.

In most cases, the bank draft will be effective immediately upon receipt of your authorization form and voided check, and will remain in effect until you notify us to cancel it. The form must be received at least fifteen (15) days prior to a billing in order to be implemented for that billing. You will not receive a confirmation of your bank draft authorization, but please feel free to contact our Customer Service office to verify that it has been received. Once your bank draft has been implemented, you will see a message in the "Billing Comments" section of your bill stating that your bank account will be drafted on the due date.

If you have any questions, please do not hesitate to contact our office Monday through Friday, 8:30 a.m. to 4:30 p.m.

Customer Service Office

Location: 291 Tarpon Boulevard
Fripp Island, SC 29920

Phone No: (843) 838-2400
Fax No: (843) 838-4900

Hours: Monday—Friday
8:30 a.m.—4:30 p.m.

Bank Draft Authorization

To: _____ and Fripp Island Public Service District
(Name of Bank and Branch, if any)

Your Name as Shown on Bank Account: _____

Service Address(es) From Your PSD Bill: _____

Account Number(s) From Your PSD Bill: _____

Your Name as Shown on Your PSD Bill: _____

Note: If you have more than one PSD account and wish to have drafts drawn for all such accounts, please list all account numbers and service addresses above.

I hereby give authority to Fripp Island PSD to draw drafts against my account in payment of my Fripp Island PSD bills. Until this authorization is revoked in writing and received by the above-named bank at least 10 working days prior to a presentation of a draft, the bank is authorized to pay these drafts when so drawn and presented for payment and to charge the same to my account. I further agree to notify Fripp Island PSD in writing if I withdraw this authority.

Your Signature as Accepted by Your Bank: _____

Date: _____

A bank draft cannot be implemented using a deposit slip. In the space below, please attach a voided check from the account you would like drafted.

*******Attach Voided Check Here*******

Return this form with voided check to: Fripp Island PSD
291 Tarpon Boulevard
Fripp Island, SC 29920