Township of Spring
2850 Windmill Road
Reading, PA 19608
(610) 678-5393
Fax (610)678-4571

Dear Resident:

If you would like to avoid writing checks to pay your wastewater (sewer) bill and paying for postage, you can take advantage of direct bill pay from your checking or savings account. Payment will be deducted from your account fifteen (15) days after the bill goes out. **If you wish to stop direct debit for any reason, it is your responsibility to inform the Township.**

Any direct debits made on overdrawn accounts will be charged as a bounced check and those fees will be added to the account. This authorization agreement must be completed for every customer utilizing Direct Debit to either checking or savings account. **Please return completed form AND enclose a VOIDED CHECK to: Township of Spring, 2850 Windmill Road, Reading, PA 19608.**

This authorization agreement allows the Township of Spring to initiate debits to the customer's account and allows the receiving institution to accept the debit entries withdrawing funds from the proper account.

AUTHORIZATION AGREEMENT
FOR AUTOMATIC DEBITS

I hereby authorize the Township of Spring to initiate an automatic withdrawal from my bank account for the amount indicated on my monthly bill. The payment from said account will be in the **FULL AMOUNT** due as stated on the monthly bill. (PLEASE PRINT CLEARLY)

Checking _____ **Savings _____**
BankName_____

Bank Routing/ABA # _____ Bank Account # _____

This authority is to remain in full force and effect until the Township of Spring has received **WRITTEN** notification from me to terminate. This must be received no less than **one week** in advance of any payment scheduled to be withdrawn.

Name_____ Account# _____

Address_____Phone_____

Date_____Signed_____

I would like a sewer bill emailed on a monthly basis? ☐ Yes ☐ No
I want to continue to receive a paper copy if I get an email? ☐ Yes ☐ No

Email Address_____