

PAY YOUR TRASH, SEWER & STORMWATER BILL THE EASY WAY – ACH WITHDRAWAL

Lower Allen Township offers an automatic bill paying option for all accounts to make paying quarterly utility bills easy and eliminates the need to write or mail checks, carry cash to our office AND avoid late payments.

TO ENROLL FOR THIS SERVICE, PLEASE DO THE FOLLOWING:

1. Fill out, sign and return this entire form along with a VOIDED CHECK or LETTER FROM BANK STATING YOUR BANK ACCOUNT AND ROUTING NUMBERS, via mail to Lower Allen Township, 2233 Gettysburg Road, Camp Hill, PA 17011 or via email to utilitybilling@latwp.org.
2. Make sure the magnetic numbers across the bottom of the voided check are intact, that the check is from the proper account that you want debited, and that you have enough money in that account to cover your bill on the day it is due.
NOTE: If your withdrawal is denied for ANY reason, there will be a \$30 service charge added to your account in addition to a late payment penalty of 10%

DEADLINES TO ENROLL:

Please note the specific cut-off dates for enrollment. If you enroll after the cut-off date for a particular quarter, you will be enrolled for the next quarter.

Quarter 1 ACH processing date is February 1 (WE MUST RECEIVE THIS COMPLETED FORM BY DECEMBER 10TH)

Quarter 2 ACH processing date May 1 (WE MUST RECEIVE THIS COMPLETED FORM BY MARCH 10TH)

Quarter 3 ACH processing date August 1 (WE MUST RECEIVE THIS COMPLETED FORM BY JUNE 10TH)

Quarter 4 ACH processing date November 1 (WE MUST RECEIVE THIS COMPLETED FORM BY SEPTEMBER 10TH)

Name _____

Utility Billing Account Number _____

Utility Billing Property Address _____

Home Address (if different from above) _____

E-Mail Address _____ Daytime Phone Number _____

YOU MUST NOTIFY US AT LEAST THREE (3) WEEKS PRIOR TO THE WITHDRAWAL DATE SPECIFIC TO THE CURRENT QUARTER, OF ANY CHANGES AFFECTING YOUR ACCOUNT FOR ANY REASON INCLUDING, BUT NOT LIMITED TO:

1. **Change to bank account information.** A new, properly filled out, ACH enrollment form with new account information, must be sent to or dropped off at our office along with a voided check (or letter from bank) for new account.
2. **Discontinuing this service for any reason, including selling your property.** If discontinuing ACH service, an alternate and timely payment of your quarterly bill will still be required by the billing due date. (check, cash, credit card)

By signing below, I/We hereby authorize Lower Allen Township to withdraw the cost of my quarterly sewer, trash and/or stormwater fee from my checking account. This authorization will remain in effect until I provide the minimum three (3) weeks notification to terminate this agreement for any reason listed above or otherwise. I also agree to notify Lower Allen Township of any changes to the financial institution or account, which is to be debited, with a minimum of three (3) weeks notification accompanied by a new ACH form and copy of new voided check.

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____