

CITY OF BOWIE
WATER AND SEWER Direct Debit Payment Application

Please complete the authorization form below and mail it with your **VOIDED** bank check to the:

City of Bowie
Attn: Finance Department
15901 Excalibur Road
Bowie, Maryland 20716

Please print or type the following information:

Full Name (as shown on your water/sewer bill) _____

Service Address _____

Mailing Address _____

City, State, Zip Code _____

Daytime Phone Number _____

Water and Sewer Account Number _____

Please deduct my automatic direct debit payments from:

Name of bank or credit union

___ checking ___ savings

Routing Numbers

Account Number

I authorize the City of Bowie or its agent to initiate debit entries to my bank account for water and sewer services provided, under the terms set forth in the Rules and Regulations. My authorization will remain in effect until the City of Bowie has received written notification from me of its termination in such time and in such manner as to afford the City of Bowie and/or its agent a reasonable opportunity to act upon it. I understand that the City of Bowie reserves the right to limit participation to customers with accounts in good standing and discontinue services if payment rejected due to insufficient funds.

Signature

Date

City of Bowie
Bill Payment Plan Rules and Regulations

1. By completing this agreement, you are authorizing the City of Bowie to make your quarterly water/sewer bill payments by transferring funds from your bank account to the City of Bowie.
2. Your bill for water/sewer services and fees is your written notification of the transaction. The total amount due printed on the face of the bill shall be transferred from your bank account on the due date indicated on the bill. The message on the bill stub will be notification that automatic bill payment option is in effect. Bills generated before the initiation of the automatic bill payment plan must be paid by cash, check or money order.
3. If the scheduled transfer date falls on a weekend or legal holiday, the withdrawal will occur on the next regular business day.
4. You may stop future transfers by notifying the City of Bowie in writing (15) business days before the draft date. You must also notify your financial institution of this action.
5. Should your financial institution return a transfer without payment, the City of Bowie has the right to assess a fee equal to the fee charged for returned checks. The participant is then responsible to immediately remit full payment and the unpaid transfer fee with cash or a bank check. If the financial institution fails to honor the transfer request participation in the Bill Payment Plan will be terminated immediately.
6. If you have questions, contact the Finance Department at 301-809-3016.