



City and Borough of Juneau Utility Customer

Authorization Agreement For Easy Pay Plan

This authorization is to remain in full force and effect until CBJ has received written notification of its termination in such time and in such manner as set forth below under "terms and conditions."

Name(s) on Utility Account: _____

Utility Customer #: _____

Utility Service Location: _____

Utility Service #: _____

This agreement authorizes the City and Borough of Juneau, hereinafter referred to as CBJ, to

(check one)

Initiate Change Terminate

ACH debit entries to the

(check one)

Checking Account Savings Account

of the banking institution and account identified below for the balance due.

Banking Institution _____

Bank Routing # _____

Bank Account # _____

Voided check or bank-generated form with electronic banking information for Checking Account

- OR - a deposit slip or bank-generated form for Savings Account is required for processing

Please Note: Authorization will not be processed without proper documents.

Effective Payment Date - 20th of each month

This Agreement is Subject to the Following Terms and Conditions:

- ACH transactions must comply with the provisions of U.S. law. ACH debit transactions will reflect the amount due on Utility Account at the time of ACH file generation. Debits will be adjusted for payments applied to account and will not generate for accounts with credit balances.
- If the 20th of the month falls on a weekend or bank holiday, payment will be deducted on the next available business day.
- This original agreement and any subsequent changes must be received **at least ten (10) business days prior** to the payment effective date to allow for data entry and pre-notice process. Forms received late may not generate a debit transaction for the period.
- If Customer closes bank account or wishes to alter or terminate this arrangement, **written notification** to CBJ via this form must be provided **at least ten (10) business days prior** to the payment effective date. If written notification is not provided within the period specified, CBJ will process the Easy Pay deduction as scheduled.
- If bank payment cannot be processed for any reason, including due to non-sufficient funds or closed account, return payment processing fees will apply. It is Customer's responsibility to make alternate payment arrangements, or Utility Account will be subject to normal collection procedures for non-payment.
- If two payments are returned from the bank within a 12-month period, this Easy Pay Plan will be cancelled. Customer must demonstrate 6 months' of timely payments before re-applying for the Easy Pay Plan.
- Customer elects the following method for monthly statement communication. Monthly statements show the amount of the utility bill and the amount to be charged as specified in this Easy Pay Plan Agreement.

(check one)



Statement by Email (preferred by CBJ) Statement by Mail

Email Address: _____

- Customer is responsible for maintaining current e-mail address on file with CBJ.
- CBJ may cancel or update this agreement, at any time, upon 30 days' written notice. Customers who elect "Statement by Email" may also receive other account communications by electronic means.

Signed: _____ Date: _____ Contact Phone #: _____