

## **EFT INSTRUCTIONS**

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An electronic funds transfer is a preauthorization draft. This is a recurring transfer in which Mt. Olympus Improvement District can draft funds from either your *checking or savings* account.

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### **Part 1: Customer Information:**

- 1- Print your customer name as shown on your bill.
- 2- Print your account number as shown on your bill
- 3- Print your Service address ( location where sewer service is rendered)
- 4- Print your home phone number
- 5- Print daytime phone number

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### **Part 2: Financial Institution Information:**

- 1- Print your Financial Institution Name (Bank or Credit Union)
- 2- Print your Financial Institution address
- 3- Print checking / savings account number in appropriate box

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**You must attach a voided check or savings draft form (please see your financial institution for savings draft forms), which contains the necessary account and bank routing information to the EFT Authorization Form.**

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### **Part 3: Signature Authorization:**

- 1- Sign authorization form
- 2- Date authorization form

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**Originals of both the EFT Authorization Agreement and your checking/savings draft are required to execute this agreement.**

***\*Account balance must be paid current prior to electing EFT draft, due to our billing schedule. Any unpaid balances could result in fees being applied.\****

For other Terms and Conditions, please see the EFT Authorization Agreement

If you need more information or assistance please call 801-262-2904 during working hours 7am to 5:30pm, Monday – Thursday.

**Mt. Olympus Improvement District**  
**3932 South 500 East, SLC, UT 84107-1895**  
**Authorization Agreement**  
**For Payment of Sewer Service by Electronic Funds**  
**Transfer (EFT)**

**Customer Information**

Customer name as shown on billing:	Customer account number as shown on billing:
Service Address (location where sewer service is rendered):	
Home Telephone:	Daytime Telephone:

**Financial Institution Information**

Financial Institution Name (Bank or Credit Union):	
Address:	
(Designate payment from either <u>Checking</u> or <u>Savings</u> by entering account number below)	
<b>Checking Account Number:</b>	<b>Savings Account Number:</b>
<b>You must attach a voided check which contains the necessary account and bank routing information to this agreement.</b>	

I hereby authorize Mt. Olympus ID and/or Mt. Olympus ID's financial institution to initiate debits (payments) and credits (refunds or corrections) with electronic funds transfer (EFT) entries to the financial institution account listed above for the purpose of paying fees and charges on my Mt. Olympus ID Sewer Service account. I authorize the above named financial institution to make debits and credits to my account for the payment of my Mt. Olympus ID Sewer Service account. I have read and agree to the terms and conditions of this agreement.

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date Signed

**Terms and Conditions**

1. This agreement is subject to the terms and conditions of the National Automated Clearing House Association (NACHA) with regard to electronic funds transfer (EFT) between banks and bank accounts.
2. This agreement shall remain in full force and effect until the Customer or Mt. Olympus ID terminates the agreement. Termination shall be in writing and must be received at least 5 business days prior to any scheduled payment date. This agreement shall terminate automatically when the sewer service account is closed.
3. This agreement only applies to the financial institution and account noted above. Changing financial institutions or accounts within a financial institution shall constitute a termination of this agreement. A new agreement must be submitted to reinstate EFT payments.
4. EFT refusals by the customer's financial institution shall constitute a returned item, similar to a returned check and the customer account will be charged the same fee as is charged for a returned check. Refusals shall include insufficient funds in the account and accounts being closed without written notice to Mt. Olympus ID.
5. Upon acceptance and testing of the EFT payment option for this account, Mt. Olympus ID will use reasonable efforts to request sewer service payment on behalf of the Customer through NACHA. However, it shall remain the responsibility of the Customer to pay utility bills by cash or check if the EFT payment transfer is not successful. Mt. Olympus ID will use its best efforts to notify the Customer of any rejection or processing problems. Mt. Olympus ID shall be held harmless for any circumstance beyond its reasonable control.
6. The sewer bill of participants in the program will contain a message that indicates that the "EFT option" has been selected for payment. Until this message appears on the bill, the customer is responsible to pay by cash or check on or before the billing due date.
7. Funds will be debited (deducted) from the Customer's financial institution account on the EFT payment date that was printed on the service bill, which is scheduled approximately 5 days before the due date. Customer is responsible to report any billing problems to Mt. Olympus ID immediately upon receiving the bill. Mt. Olympus ID may assume the billing is proper and may proceed with EFT payment unless a problem is reported.

**For District Use Only**

EFT setup completed by: _____	Date set up _____
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