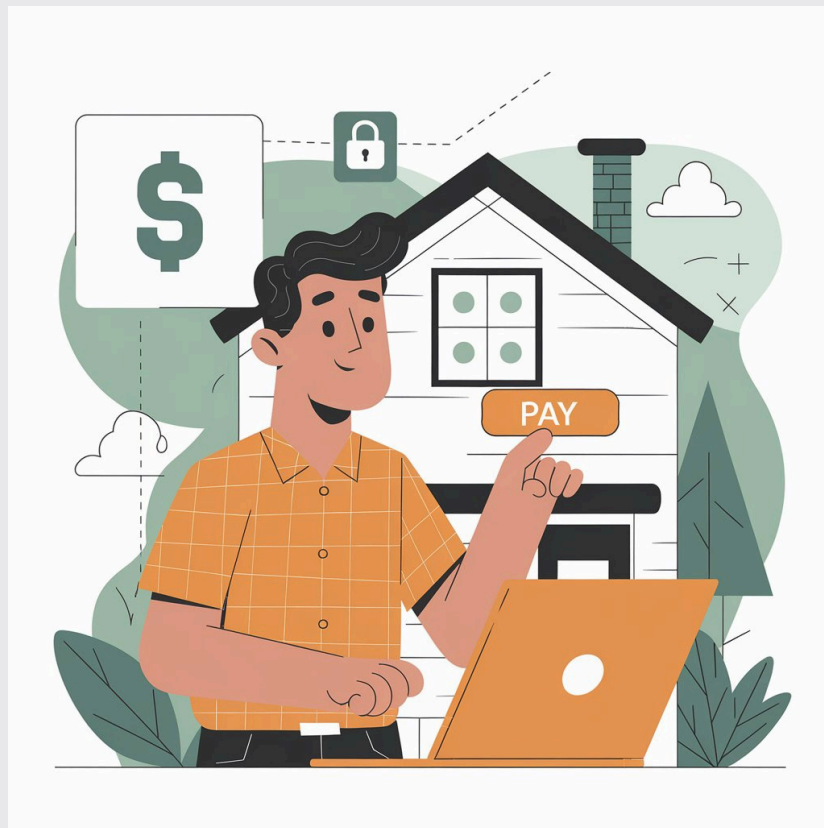


# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

## NOW OFFERING

# Automated ACH Payment Services!



1

Fill out the ACH Authorization form available at the District Office

2

Submit the Completed Form by Mail or Dropping it off to the District Office

3

Enjoy Automatic Payments!

# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

33129 COLE GRADE RD., PAUMA VALLEY, CA 92061 – (760) 742-1909

## ACH Payment Authorization Form

### Customer Information:

### Bank Information:

Full Name:

\_\_\_\_\_

Service Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Bank Name:

\_\_\_\_\_

Account Type:  Checking  Savings

Routing Number:

\_\_\_\_\_

Account Number:

\_\_\_\_\_

\*\*\*Amount to be debited: \$ \_\_\_\_\_ on the 1<sup>st</sup> or 15<sup>th</sup> (circle one) of **each Month.**\*\*\*

### Authorization:

By signing below, I authorize Pauma Valley Community Services District to electronically debit my bank account for payment of my PVCSD dues automatically every month. I understand that this authorization will remain in effect until I provide written notification to cancel the authorization at least 10 days before the next scheduled payment.

I certify that I am an authorized signer on the account listed above and that the information provided is accurate. I understand that insufficient funds or account closure may result in additional charges, and I agree to notify the District immediately if my account information changes.

### Terms and Conditions:

1. Payments will be debited on the above-selected date of each month.
2. The charge may be made on the following business day if your selected day lands on a weekend or holiday.
3. I acknowledge that this payment authorization is to remain in effect until canceled in writing.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### How to Submit:

Please complete and return this form to:

Drop off or Mail to: 33129 Cole Grade Rd., Pauma Valley, CA 92061

# PAUMA VALLEY COMMUNITY SERVICES DISTRICT

## Frequently Asked Questions ...

### What are ACH payments?

- ACH (Automated Clearing House) payment is an electronic method of transferring funds directly between bank accounts without needing paper checks.

### What are the benefits of using ACH payments?

- **Convenience:** No need to write checks or drop off payments.
- **Time-saving:** Payments are automatically withdrawn from your account on the date you select as most convenient.
- **Cost-effective:** Avoid late fees or postage costs.

### What do I need to do to sign up for Automatic Bill Payment?

- Complete the authorization form on the front side, sign it, and return it to Pauma Valley CSD with a blank **Voided** check.
- ***Please pay your current bill in Full with a separate check.*** Automatic payment will not be effective until the following billing cycle.

### Who is Eligible to participate?

- The payment method is open to all customers of PVCSD.

### Will I still receive a monthly invoice/statement from Pauma Valley CSD?

- Yes. Your invoice/statement will reflect your current charges

### Can I select the date on which the charges are deducted from my bank account?

- Yes. The options are the 1<sup>st</sup> or 15<sup>th</sup> of each month.

### What if I need to update my bank account information?

- Please submit an updated ACH Authorization Form at least 10 days before your next payment date to avoid payment issues.

### Can I cancel my ACH payment?

- Yes, you can cancel your ACH payments at any time by submitting a written request to our office. Please allow 10 days for processing.

### Is my personal banking information secure?

- Yes, all personal banking information is securely stored and handled in compliance with applicable laws and regulations.

### What if my payment is rejected?

- If your payment is rejected, PVCSD reserves the right to charge a \$50 processing fee.

### Is there a charge for this service?

- No. Pauma Valley CSD does not charge a fee for this service. However, some financial institutions may charge for automatic payments. Ask your bank about possible fees

If you have any further questions regarding Automatic Bill Payment, please call customer service at 760-742-1900

Drop off or mail this form and voided check to:  
33129 Cole Grade Road  
Pauma Valley, Ca 92061