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## AutoPay Authorization Form – Credit/Debit Card

P k i j v p i c r g ' U c h H p i . ' I p e 0 is pleased to offer **AutoPay**, a free automatic payment option to its valued customers. With **AutoPay**, your payment is automatically withdrawn from your credit or debit card each billing cycle. **AutoPay** makes bill paying easy and avoids the chance of late payment fees.

Here's how **AutoPay** works: Your regular bill will show services rendered, amount owed and the payment date due. On the due date, about 15 days after the bill is mailed, the amount owed will be automatically deducted from your card account. No stamps, checks, or envelopes are needed.

You will still receive your bill by mail, giving you the opportunity to inspect all charges and report any concerns before the bill is paid from your card account. A record of your **AutoPay** payment will be noted on your next o q p j n f bill, as well as on any regular statements you may receive from your card company.

Here's how you can sign up for **AutoPay**:

- Complete and sign this form
- Return all information to the address shown to the right.

Questions? Please call : 22/; 42/7383 Gz v03254'vq'ur genly kj 'P k i j v p i c r g ' U c h H p i . ' I p e 0

**Mail To:**

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Please print or type all entries.

P k i j v p i c r g ' U c h H p i . ' I p e 0	
Customer Name (As shown on Card Account/Statement)	Contact Phone Number
Customer Billing Address (As shown on Card Account/Statement)	E-mail Address
Cwuxqo gt Account Number (Ki'Cr r riedcng+)	Maximum Draft Amount Allowed – (THIS MUST FILLED OUT WITH \$ AMOUNT TO PROCESS)

To Pay By Card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard    No other cards accepted at this time.	
Card #	Expiration Date
Bank or Credit Union name:	

Customer Signature

Date

By signing above, I/we hereby authorize P k i j v p i c r g ' U c h H p i . ' I p e 0 to deduct funds from my designated credit or debit card to pay'o q p j n f billings'according to my regular billing schedule. I have read and agree to the AutoPay - Terms and Conditions.

This authority is to remain in full force and effect until P k i j v p i c r g and card company has received **written notification from me** (or either of us) **of its termination** in such time and in such manner as to afford P k i j v p i c r g **at least fifteen-days prior to my (our) next payment**. In case of an erroneous debit, provided I (we) supply notice to my card company within 60 days of receiving my (our) account statement, the card company must investigate and resolve the error within 45 days, but if it has not done so within 10 days, my (our) account will be credited for the amount in question while it finishes the investigation.



Bank of America

100 Bank of America Plaza  
Charlotte, NC 28260  
Tel: 704.386.1000  
www.bankofamerica.com

## AutoPay - Terms and Conditions-Credit Card

The AutoPay program is a service of Bank of America provided as a convenience to our customers.

Customers requesting participation in the AutoPay Program with the Bank of America agree to the following terms and conditions upon signing the AutoPay Authorization Form:

- To apply:
  - Customers must provide a completed and signed AutoPay Authorization Form
  - Completed forms are to be mailed to the address indicated on the form.
- To qualify for AutoPay, accounts must be in good credit standing with Bank of America Services and must remain current, and have a **\$0.00 balance** at time of application.
- After AutoPay is approved, a full billing cycle may be required before AutoPay begins to draft from the customer's credit or debit card account. If the utility account is billed bi-monthly, this could be as much as two months.
- Cards may not be used for billing in excess of \$2,000. For accounts with larger balances, owing in excess of \$2,000 per billing cycle, please contact a customer representative to set up recurring depository drafts (e.g. checking account), which has no amount limit.
- Funds will be withdrawn from the customer's card account on or after the bill's due date. The amount withdrawn will be the amount due, as shown on the bill. Please indicate the Maximum Draft Amount per bill on the application. **If this is not filled in, Bank of America will determine an appropriate amount based upon your past six months billing history.**
- The regular bill serves as advanced notice of the amount to be drafted. Customers are responsible for reviewing each bill for accuracy. Any disputes or changes must be communicated to Bank of America prior to the bill's due date.
- Should funds not be made available by the card company, AutoPay participation may be terminated. In such a case, the customer may also be subject to penalty charges, including but not limited to, any late payment fees and a \$40.00 fee for non-sufficient funds.
- Any disputed amount or other discrepancy resolved after the card account has been drafted may be adjusted within the Bank of America account and reflected on the customer's next regular bill.
- Changes in a card's expiration date may be adjusted by contacting a Bank of America representative. Changes in card account numbers will require a new AutoPay form. Please allow at least fifteen (15) business days for changes to take effect.
- Customers may, without penalty choose to **terminate this agreement** at any time upon **written notice** to the Bank of America. Removal may require up to fifteen (15) business days to process. Any payments already in the drafting process at the time of notice may not be terminated.
- Bank of America reserves the right to change the program or terminate participation at any time. Notice of changes affecting the drafting processes, terms and conditions will be communicated.