

## AUTOMATIC BANK DRAFTS POLICY

- 1...The Authority will accept bank drafts from the following bank(s):
  - (a) All banks
- 2...The customer must complete and sign a preauthorization form (*see attached*) and attach a voided check from the bank that the draft will be drawn.
- 3...The Authority will mail an invoice to the customer with the message “*Paid by Bank Draft*” **or other such wording** printed on the invoice on the date of its regular billing. This will give the customer time to examine the invoice before it is deducted from their account.
- 4...The customer’s draft will be presented to the bank for payment on the date the “Net” amount is due.
- 5...If funds are not available in the customer’s account at the time the draft is presented and the draft is returned unpaid, the Authority will:
  - (a) Notify the customer by mail, phone, and/or tag at door that the draft was returned unpaid;
  - (b) Upon return of the unpaid draft, an additional charge of \$30 (*maximum currently set by the Tennessee Code Annotated*) will be added to the customer’s account and;
  - (c) The customer account will be subject to forfeiture of the discount and/or the adding of any penalties due and subject to the Authority’s cut-off policy.
- 6...Any customer whose draft is returned unpaid more than **two (2) times** will be removed from the Automatic Payment Method.
- 7...Customers who wish to change back to the regular payment options may do so at any time by (*writing*) the utility and requesting to be removed from the Automatic Payment Method. Upon receipt of this request, the customer will be removed at the next available billing cycle.