



## *New Market Utility District*

P.O. Box 96  
New Market, TN 37820  
(865)475-2467  
(865)471-6597 Fax

### **POLICY**

#### Automatic Bank Drafts

1. The utility will accept bank drafts from most banks.
2. The customer must complete and sign a preauthorization form (available in the utility office) and attach a voided check from the bank that the draft will be drawn.
3. The utility will mail a bill to the customer with the message *Paid by Bank Draft* or other such wording printed on the bill on the date of its regular billing. This will give the customer time to examine the bill 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 utility 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 \$30.00 will be added to the customer's account.
  - c. The customer account will be subject to forfeiture of the discount and/or the adding of any penalties due and subject to the utility's cut-off policy.
6. Any customer whose draft is returned unpaid more than two (2) times will be removed from the Automatic Bank Draft program.
7. Customers who wish to withdraw from the Automatic Bank Draft program may do so at any time by writing the utility and requesting to be removed. Upon receipt of this request, the customer will be removed on the next available billing cycle.

*Policy Adoption Date: 7/20/2004      Effective Date: 8/1/2004*

*Amended 11/15/2005*

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

NMUD Account Number \_\_\_\_\_