

**SHELBY COUNTY COMMISSION  
P.O. BOX 10  
COLUMBIANA, AL 35051**

**AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENTS  
(ACH DEBITS)**

I authorize Shelby County Commission–Water Services to initiate entries to the account indicated below as follows:

- 1) They may initiate **Debit** entries, which removes money from my account, for payments that I owe, according to the schedule and other conditions to which the Shelby County Commission and I have agreed.
- 2) They may initiate **Credit** entries to reverse any transactions they have originated to my account in error.

Please provide the following information as it appears on your water bill. Please print.

Name \_\_\_\_\_

Service Address: \_\_\_\_\_

Customer #: \_\_\_\_\_ (1 to 5 digits)

Please provide the following information about your bank account. Please print.

Your Name \_\_\_\_\_

Bank Name or Financial Institution \_\_\_\_\_

Location of Bank or Financial Institution: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing and Transit Number \_\_\_\_\_ (nine digits)

Bank Account # \_\_\_\_\_

Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_

This authority is to remain in effect until Shelby County Water Services has received written notification of its termination and has had a reasonable opportunity to act upon it.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

***Be sure to include a voided blank check for verification. DO NOT use a deposit slip.***

Many banks print internal transaction codes instead of their routing and transit numbers on their deposit slips. Using an invalid routing and transit number will prevent your transaction from being directed to the correct bank, resulting in delays in the posting of your payment.

|                 |      |      |        |          |
|-----------------|------|------|--------|----------|
| Office Use Only | CSR: | DOE: | Route: | Account: |
|-----------------|------|------|--------|----------|