

MOON TOWNSHIP MUNICIPAL AUTHORITY

AUTOMATIC BILL PAYMENT OPTION – GENERAL INFORMATION

Payments for your MTMA utility bill may be automatically drawn from your checking account. Procedures for this payment option are as follows:

You will receive bill notification by the first of the month. The bill will be imprinted with the statement “Do Not Mail A Payment”. You should review the bill immediately and notify MTMA before the 10th of the month if a discrepancy is noted or you have any questions regarding the bill.

On the 20th of the month the bill amount will be automatically drawn from the bank account you have specified. If the 20th is a Saturday, Sunday or Holiday, the withdrawal will be made on the next business day. The statement you receive from your financial institution will indicate the date and amount withdrawn from your bank account.

If your bank account number changes, MTMA must be notified immediately. A revised enrollment form will be required.

If you wish to terminate the automatic bill payment option you must notify MTMA in writing, sixty (60) days in advance. Future reinstatement will be subject to a required implementation process.

If the transaction is refused by your financial institution for any reason; insufficient funds, closed or unauthorized account, you will be immediately terminated from the program and may not be reinstated for a period of not less than two (2) years. Also, a fee of \$20 will be charged to your MTMA account.

If you relocate or your MTMA account is closed, your final bill can not be processed automatically, you must make payment by mail or in person.

An acknowledgment of acceptance of your enrollment will be sent to you prior to the first withdrawal from your account. Please continue to mail your payments until you are advised that the automatic payment withdrawal process is in place.

If you have any questions, please contact Moon Township Municipal Authority at (412) 264-4300 between the hours of 8:00 AM to 4:45 PM.

TO AUTHORIZE THE AUTOMATIC BILL PAYMENT OPTION, PLEASE COMPLETE THE ATTACHED ENROLLMENT FORM.

MOON TOWNSHIP MUNICIPAL AUTHORITY

AUTOMATIC BILL PAYMENT OPTION ENROLLMENT FORM

To initiate the automatic bill payment option, please complete the enrollment below and mail or drop off at the MTMA office located at 1700 Beaver Grade Road, Suite 200, Moon Township, PA 15108.

I/We hereby authorize Moon Township Municipal Authority to automatically debit my/our checking account (one account only) for the amount of my MTMA utility bill. This authorization will remain in full force and effect until notified by me in writing. My/Our participation in this program is subject to MTMA's approval. I understand that MTMA reserves the right, upon written notification, to terminate my participation or terminate the program at any time.

MTMA Account # _____ Your Telephone # _____

Service Location _____

Billed to Name _____

Bill to Address _____

Information for Draft Account:

Print – Name on the Account

Print Joint Name on Account

Your Signature

Joint Account Holder Signature

Financial Institution Name _____

Checking - Account Number _____
(Please enclose a voided check)

Is the specified account _____ Residential _____ Business

ABA Routing # _____
Please verify with your bank

Note: After receipt of your enrollment form, there will be some processing time required to implement the withdrawal process, when you receive your first bill with the words "Do Not Mail a Payment" you can assume that the bill amount will be withdrawn from your bank account.