



RVSS AutoPay

REQUEST AUTHORIZATION

138 W Vilas Rd
P.O. Box 3130, Central Point, OR 97502

Here's How it Works:

Fill out the form below to authorize a regularly scheduled payment from checking or savings account. Customers will still receive a sewer bill showing how much will be deducted from their checking or savings account. The payment will be automatically transferred from the customer's bank account on the **16th of the month or the following business day**. Proof of payment will appear on bank statements.

Authorization requests must be received in our office by the 20th of the month to be effective the following month. Customers should continue paying sewer bills, using their customary method of payment, until receiving the following notice on the sewer bill: "AUTO PAY DO NOT PAY." Eagle Point and Jacksonville customers must continue to pay directly to their city.

*****RVSS WILL ASSESS A FEE ON ALL RETURNED CHECKS*****

1. PRINT OR TYPE INFORMATION		
I (we) authorize and request Rogue Valley Sewer Services (RVSS) and the financial institution named below to process variable debit entries to my (our) checking/savings account. This authority will remain in effect until RVSS receives written notification to terminate authorization. RVSS may discontinue authorization at any time subject to eligibility of customer.		
Check One: Checking <input type="checkbox"/> Savings <input type="checkbox"/>		
Check One: Establish AutoPay <input type="checkbox"/> Change AutoPay <input type="checkbox"/> Discontinue AutoPay <input type="checkbox"/>		
Name: (Last)	(First)	(Middle Initial)
Service Address:		
Sewer Account Number(s):	Telephone	
Name of Financial Institution:		
Signature		Date:
2. ATTACH VOIDED CHECK FROM CHECKING OR DEPOSIT SLIP FROM SAVINGS ACCOUNT		
3. MAIL TO RVS AND KEEP A COPY FOR YOUR RECORDS		
Fax and e-mail are <u>not</u> acceptable.		

For RVS use:	
Processed: _____	_____
Date	CSR

Questions? Call (541) 664-6300 or (541) 779-4144