



Electronic Fund Transfer (EFT) Authorization

The easiest and most convenient way to pay your water bill!

Your water bill can automatically be paid from your U.S. Financial Institution account. You will continue to receive a regular monthly statement, but instead of writing a check, you simply deduct the amount due from your bank account balance. No more checks to write, postage for mailing, late fees charged or services disconnected for forgetting to pay or having to drop your payment off.

To Sign Up

1. Complete the following form
2. Read the terms and conditions below
3. Include a voided check
4. Continue to pay your bill as you do now until you see the words **"Bank Draft - Do Not Pay"** on the remittance portion of your statement.

Return to our Administrative Office

Bay Laurel Center CDD
8470 SW 79th Street Road, Suite A
Ocala FL 34481
Phone: 352-414-5454 or Fax: 352-414-5461

Terms and Conditions

Bay Laurel Center Community Development District ("the District") customers with an active checking (or savings account, drawn on a U.S. financial institution, are eligible for Electronic Fund Transfer (EFT). There is no charge by the District to set up this service. However, additional charges may be assessed for automatic withdrawal transactions by your financial institution. Customers are responsible for inquiring with their financial institutions before enrollment in the plan.

Your monthly bill will continue to be sent to you by your original billing preference. **"Bank Draft -Do Not Pay"** will reflect on the remittance portion of your billing statement. Until this information prints on your bill, continue to pay your bill as you do now.

If your payment is not honored by your financial institution for any reason, it will be treated like a returned check. An insufficient (NSF) charge pursuant to state regulations will be added to your account for each occurrence of a non-paid debit. Additionally, there will be additional charges should utility service be interrupted due to nonpayment. The District reserves the right to move any account from the plan which has incurred three insufficient nonpaid withdrawals. After twelve consecutive payments are made following the removal, you will be allowed to participate back in the Electronic Funds Transfer should you choose to do so; however, you will be required to provide a new application and sufficient documentation at that time. If the District receives notification that your account is frozen or closed, you will automatically be removed from future Electronic Funds Transfers and charged the appropriate fees pertaining to the returned funds. If the removal from the Electronic Fund Transfer program was not a customer initiated request you will receive written notification of such from the District.

Payments will be withdrawn from the authorized bank account on the billing due date. If you wish to discontinue the automatic payment system the Electronic Transfer Deactivation form must be complete and returned to our administrative office.

If you discontinue service, it will be necessary for you to pay your last statement must be made by other method. Your final bill cannot be paid through electronic funds transfer.

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Electronic Fund Transfer applications can take up to **two** billing cycles to process

New participant Change to Existing Account Account Number: _____

Bay Laurel Center CDD Account Name(s): _____

Service Address: _____
Street Unit City State Zip

Home Phone Number: _____ Cell Number: _____

- ✓ Please attach a voided check to obtain the necessary routing and account number
- ✓ If you are unable to provide a voided check, the District will accept a signed letter from your financial institution as long as it provides all the necessary routing and account number and is on their letterhead.

Name as it appears on your Bank Account: _____

Checking Savings Name of Financial Institution: _____

Terms and Conditions

- I have **included** a blank voided check or executed letter from my financial institution and hereby authorize Bay Laurel Center Community Development District ("the District") to access my banking account to withdraw funds to pay for my monthly utility water and/wastewater services. Forms received without this information will be considered *incomplete* and returned to the customer.
- I understand that if I want to cancel this Electronic Funds Transfer payment system, I must notify the District in writing and give at least 10 days advance notice.
- I understand that any final bills will not be withdrawn from my account and payment for services owed must be made by other method.
- I understand that if this form is being used to change an existing account that the District is currently debiting, that is my responsibility to keep the old account open until charges start to show on the new account.
- In the event that the Electronic Funds Transfer is returned to the District for any reason, I understand that my utility account may be charged additional fees.

Signature of Bay Laurel Center CDD Account Holder(s)

Date

Signature of Checking/Savings Account Holder(s)
(Please sign your name exactly as you do on your checks)

Date