



**KINGSTON WATER DEPARTMENT  
ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION**

**PLEASE PRINT CLEARLY**

CUSTOMER OR BUSINESS NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BANKING INFORMATION FOR EFT TRANSFER:**

Bank Name: \_\_\_\_\_

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

BANK ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

Please attach a copy of a voided check, **not a deposit slip**. The account number written above must match the account number on the voided check. ***\*\*If voided check is not provided, I understand I am responsible for ALL account information provided\*\**** Make a copy for your records.

ACCOUNT TYPE (CHECK ONE): ☐ CHECKING ☐ SAVINGS

I hereby authorize Kingston Water Department to initiate funds transfers for the billing amount due from my bank via Electronic Funds Transfer (EFT) on my above referenced account and I authorize the above-named financial institution to credit payments to the account listed. Payment will be deducted on or close to the billing due date. The deduction will also include any outstanding balance on my account. I understand that a new authorization form must be completed if I close the referenced bank account, or if I wish to designate a different bank account.

This authorization will remain in effect until cancelled in writing. This notice shall be given not less than 10 days before the next scheduled payment.

I agree to indemnify and hold harmless the Kingston Water Department for any claims arising out of transfers or deductions from my account pursuant to this agreement.

Kingston Water Department will cancel automatic deduction if account is returned from bank unpaid.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please Note:** Continue to send in payment until your bill states: **DO NOT PAY – PAID BY ELECTRONIC FUNDS TRANSFER ON DUE DATE.**

PO BOX 1537, Kingston, NY 12402 (845)331-0175 (845)340-9209 Fax  
Office: 111 Jansen Ave.  
[water@kingston-ny.gov](mailto:water@kingston-ny.gov)



**COMPLETED FORMS CAN BE MAILED OR EMAILED TO OUR OFFICE**

### **ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT OPTION**

An automatic payment plan for Kingston Water Department customers at *no extra charge!!*

We encourage you to consider enrolling in our Electronic Funds Transfer (EFT) payment plan. Your water bill payment will be electronically transferred from your bank account to Kingston Water Department, saving you both time and money. There is no trip to the post office, no more last-minute trips to the Water Department and no check to write. EFT also saves you the expense of envelopes, postage, and gas.

It is a simple way to pay your water and sewer bill by having it deducted from your bank account and paid directly to the Kingston Water Department. Because the total amount due for your water and sewer bill is automatically withdrawn, EFT ensures timely payments, preventing the 10% late penalty. And your payments are taken care of even if you are out of town.

#### **It is easy to enroll in our EFT payment plan.**

To have your water bills paid through our EFT option, just complete, sign, and return the EFT authorization form on the reverse side of this sheet. Be sure to include a voided check from the account you wish to make payments from. Once your EFT form is processed by us, your payments will be deducted from your account by your bank.

#### **Our EFT payment plan makes life just a little simpler for you.**

An EFT payment option is offered as a convenience for all Kingston Water Department customers. Enrollees will continue to receive a paper bill each quarter. The bill will state – **DO NOT PAY-PAID BY ELECTRONIC FUNDS TRANSFER ON DUE DATE**. Payment will be deducted from your account by your bank on the due date stated on your bill. **No more due dates to remember!! No more late fees assessed!!**

**Please Note:** Continue to send in payment until your bill states: **DO NOT PAY – PAID BY ELECTRONIC FUNDS TRANSFER ON DUE DATE**.

To sign up for the Kingston Water Department EFT payment plan today, simply complete and return the form on the reverse side of this sheet.

***Electronic Funds Transfer Form is located on the reverse side.***

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