

**ROY CITY UTILITY DIRECT PAY
TERMS AND CONDITIONS**
(Customer Should Retain for Their Records)

1. This agreement is subject to the terms and conditions of the Automated Clearing House (ACH) with regard to electronic funds transfer (EFT) between banks and bank accounts.
2. This agreement shall remain in full force and effect until the Customer or Roy City terminates the agreement. Termination must be in writing at least 15 days prior to any scheduled payment date. If the account is closed by either party, this agreement shall terminate automatically.
3. This agreement only applies to the financial institution and account noted below. If the Customer changes banks or bank accounts and wants to continue using the UDP program, the Customer must sign a new authorization agreement. Changing financial institutions or accounts within an institution shall constitute a termination of this agreement.
4. The Customer will pay a returned-item fee equivalent to the City's returned check fee for any automatic debit entry that is returned to Roy City for insufficient funds. If payment is returned more than once in a six-month period, Roy City reserves the right to discontinue the Customer's participation in the UDP program.
5. Automatic payments will be debited from the Customer's bank account within five business days of the payment due date indicated on the billing statement.
6. Roy City will reimburse the Customer for any amounts wrongfully debited from the Customer's checking or savings account. Roy City shall not be liable for any other actual, incidental, consequential or special damages resulting from any wrong debit from the Customer's checking or savings account.
7. Upon acceptance and testing of the UDP payment option for this account, Roy City will use reasonable efforts to request utility payments on behalf of the Customer through ACH. However, it shall remain the responsibility of the Customer to pay utility bills by cash or check if the UDP payment transfer is not successful. Roy City will use its best efforts to notify the Customer of any rejection or processing problem.

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ROY CITY CORPORATION "UTILITY DIRECT PAY" AUTHORIZATION AGREEMENT

Utility Account #: _____

Customer Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Bank Name: _____

Checking Account #: _____ or Savings Account #: _____

I authorize Roy City Corporation to initiate debit entries to my checking or savings account indicated here and authorize the financial institution (bank) indicated to debit my account for payment of my Roy City utility account. I understand this authorization is subject to the terms and conditions of the UDP agreement.

Customer Signature: _____ Date: _____

Signature is mandatory and must match name on voided check. Please attach a voided check or savings deposit slip. Sign and return this form by mail or in person to Roy City Corporation.

For Office Use Only

UDP Setup completed by: _____

Date Setup Completed: _____

UDP Terminated by: _____

Date Terminated: _____

Prenote _____

Active _____

Inactive _____