

# PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM

**It takes just Four Easy Steps...**

## **STEP 1: INFORMATION ABOUT YOU**

I authorize the Northern Kentucky Water District to establish a Pre-Authorized Payment Plan to initiate electronic payments to my/our account indicated below, for payment of my/our water bill(s) for the water service indicated. I also authorize the financial institution named below to charge my checking, savings or credit card account in payment of my water bill. Please credit my/our NKWD service account(s) with this payment.

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NKWD Customer Account Number

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NKWD Account Number  
(Multiple Accounts can be listed on a separate sheet of paper)

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NKWD Account Holder (Please print)

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NKWD Account Address

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Residence Phone #    Business Phone #

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Financial Institution (Name and Address)

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Routing/Transit #

Account Type

Checking     Visa     Discover

Savings     MasterCard

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Financial Institution or Credit Card Account Number

Credit Card Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Credit Card Authorization Code \_\_\_\_\_ (3-Digit Code located on the back of your Credit Card)

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Financial Institution or Name on Credit Card Account (Please Print)

**STEP 2: INSERT A CHECK**

Insert a blank check with the word VOID written on the “Pay To The Order Of” line or provide your credit card information. This is the account from which your bills will be paid.

**STEP 3: SIGN THE FORM BELOW**

I understand that this authority will remain in full force and effect until NKWD receives written notification from me/us of our termination of this service in such time and in such manner as to afford NKWD and my FINANCIAL INSTITUTION a reasonable opportunity to act on such notification, or by the Northern Kentucky Water District if two (2) payments are refused or returned due to insufficient funds within a 12-month period.

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Account Holder Signature      Date

**STEP 4: RETURN THE COMPLETED FORM**

Please fill in the authorization form and sign, detach, and return it with your voided check to:

**Northern Kentucky Water District  
P.O. Box 18640  
Erlanger, Kentucky 41018  
Phone: (859) 578-9898  
Fax: (859) 578-3668  
[www.nkywater.org](http://www.nkywater.org)**