

## **Butler Area Sewer Authority**

### **Direct Payment Plan Disclosure Statement**

Effective with the January 2009 billing period, the Butler Area Sewer Authority (Authority) will begin accepting payments through direct payment, or electronic fund transfers, officially referred to as the Direct Payment Plan (Plan). Enrollment in the Plan is simple and participation is a convenient and safe way to pay reoccurring bills at no additional charge to you.

#### ***Enrollment***

To enroll in the Plan you must complete, in its entirety, and submit the “*Authorization Agreement for Direct Payments*” (Agreement) to the Authority. This Agreement can be obtained directly from the Authority office located at 100 Litman Road, Butler, PA 16001 or online at [basapa.org](http://basapa.org).

This Agreement must be received by the Authority at least three (3) weeks prior to the due date of the current outstanding bill to be processed as payment for the current bill, otherwise another form of payment will be required to satisfy the current outstanding bill, and the direct payment will be processed and effective for the following billing cycle.

#### ***Payment Processing***

You will continue to receive periodic bill cards indicating the sewer service charges due and the date that the direct payment will automatically be paid from your account to the Authority. The direct payment date will be the due date for each billing cycle. The debit to your account will appear on your monthly bank statement and will provide receipt of payment. Payments can be processed either through your checking or savings account. Although the Authority will not assess any charges for this Plan, you may incur certain fees in relation to automatic transfers from your financial institution. Such charges will not be the responsibility of the Authority. Concerns related to such charges should be directed to your financial institution.

#### ***Discontinuing Participation***

You have the right to discontinue participation in the Plan, upon two (2) weeks written notice to the Authority’s Finance Director. The Authority also reserves the right to terminate the Plan or your participation in the Plan at any time.

#### ***Other Considerations***

In the event that a direct payment can not be processed by your financial institution, for purposes including but not limited to insufficient funds or inaccurate or non-existing bank accounts, the Authority reserves the right to apply penalties, interest, and fees in accordance with the Authority’s current fee schedule. It is also your responsibility to notify the Authority if your account changes for any reason, including the closure of a bank account tied to the Direct Payment Plan or the sale or transfer of the property associated with your sewage account and this Plan.

#### ***Additional Questions***

For questions related to the Plan, please contact the Butler Area Sewer Authority office Monday through Friday 8:00 am to 4:00 pm at 724-282-1978.