

Putnam Public Service District
PO Box 860 Scott Depot WV 25560
Phone: (304) 757-6551 Fax (304)757-6558
This institution is an equal opportunity provider.
Revised: 11/12/2020



Preauthorized Payment Deduction Form

I authorize Putnam Public Service District and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify Putnam PSD *in writing* to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution and Putnam PSD three (3) days before my account is charged. Putnam PSD reserves the right to cancel the preauthorized payment (PP) after two payments returned to our office for any reason.

Customer Name (Please Print)

Customer Mailing Address (Please Print)

Best Contact Telephone Number

Customer SS#

Putnam PSD Account #

Name of Financial Institution

Branch

City

State

Zip Code

Signature

Date

Bank Account No: _____ Checking Savings

Financial Institution Routing Number: _____

You must attach a **VOIDED CHECK** from the checking account you wish to use before we can start the process; or verification of bank account/routing numbers on financial institution letterhead.

Your withdrawal date will be based on the “billing cycle” of your PPSD utility account and will be charged on the date below or the next business day should the date fall on a weekend or a holiday.

Cycle 3 - 1ST

Cycle 4 - 10TH

Cycle 1 - 15TH

Cycle 5 - 25TH