



Excerpt from the Steuben Lakes Regional Waste District's Electronic Payments Policies and Procedure Manual:

*CANCELLATION of EFT. The customer will be required to notify the District twenty-one (21) days in advance of the electronic fund transfer date to cancel the Electronic Fund Transfer Authorization Agreement. .... The cancellation shall include the customer's service address, sewer billing account number, short message instructing to cancel the EFT, and the customers notarized signature. Once the proper cancellation is received all of the confidential account information shall be adequately destroyed.*

Dear SLRWD Billing Department,

Please consider this form as official notification to cease my automatic payment withdrawal from my bank account.

If in the future I wish to reapply to the program, I am aware that I will need to resubmit a new notarized application.

Effective Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Account Number: \_\_\_\_\_

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