

## UTILITY PREAUTHORIZED DEBIT AUTHORIZATION FORM

I (we) hereby authorize St. James Parish, hereafter called COMPANY, to initiate debit entries to my (our) ☐ Checking Account / ☐ Savings Account (select one) indicated below at the financial institution listed below, hereafter call THE FINANCIAL INSTITUTION, and to debit the same to such account, and, if necessary, initiate adjustments for any transactions credited/debited in error. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. Law. This authorization is to remain in effect until THE COMPANY is notified by me (or either of us) in writing to cancel it in such time and in such manner as to afford COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

\_\_\_\_\_  
Name of Financial Institution (Please Print)

\_\_\_\_\_  
(Address of Financial Institution - Branch, City, State & Zip (Please Print)

\_\_\_\_\_  
(Name appearing on Account- (Please Print)

\_\_\_\_\_  
(Address appearing on Account (Please Print)

Financial Institution Routing Number: \_\_\_\_\_

Checking/Savings Account Number: \_\_\_\_\_

**Please attach a VOIDED CHECK to this authorization if a checking account will be debited.**

JEFFREY MAPLE  
SUZANNE MAPLE  
123 Pear Lane  
Anyplace, VA 20000

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

ANYPLACE BANK  
Anyplace, VA 20000

Routing number Account number

For \_\_\_\_\_

1-250250025-202020-86-1234

1234  
DOLLARS

Do not include  
the check number.

Note: The routing and account numbers may be in different places on your check.

Name on Utility Account \_\_\_\_\_

Utility Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1) Log into <https://portal.stjamesla.com/>
- 2) Click on Create an Account (found under Login button)
- 3) Enter in Email Address & Confirm Email Address
- 4) Enter Phone#
- 5) Enter Password & Reinter Password for confirmation.
- 6) Read terms and conditions and click check box
- 7) Click on Create an Account
- 8) You will receive a confirmation email to the email address you used to create your account.
- 9) Click on the Activate Account link and it will open the application for you for the first time.
- 10) To link billing accounts to your login you will need to enter in your Account Number and the 'Current Bill Amount' from your last bill.
- 11) To review the various types on Notifications you can set click on Notification Settings in the center on the page