



508 Glenbrook Road  
Glen Burnie, MD 21061-3225  
410-350-7000 • Fax: 410-350-7003  
www.diamond-waste.com

## DIRECT DEBIT AUTHORIZATION

We are please to offer the convenience of automatic withdrawal from your bank account for payment of your waste and recycling services. To take advantage of this service, please complete and return this form together with your **voided check** from your bank account. We will verify that your bank can accept Automatic Payment Instructions. We cooperate with all major banks that participate with the Automatic Clearing House (ACH). Processing of a properly completed authorization may take up to thirty days. We will notify you when the automatic payments will commence. UNTIL YOU RECEIVE THAT NOTICE, PLEASE REMIT ANY PAYMENTS THAT ARE DUE WITH YOUR REMITTANCE INVOICE.

**POLICY:**

1. Your account must be kept current to receive this service.
2. The month a return item occurs a check and remittance invoice must be remitted.
3. A returned item fee of \$30 will be charged for each occasion.
4. If there are two occasions of a returned item you will be removed from this service.

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Contact: \_\_\_\_\_ Customer Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Account Type:  Checking  Savings

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

Bank Routing Number: \_\_\_\_\_ Voided Check Number: \_\_\_\_\_

Authorized Account Holder Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Please note that we cannot process this request unless your voided check is attached.  
A deposit slip may be used only if this is a savings account for which you have no checks.

Mail to: Accounts Receivable  
Diamond Waste Services, Inc.  
508 Glenbrook Road  
Glen Burnie, MD 21061-3225