

SOUTHWEST WATER AUTHORITY

OFFERING AUTOMATIC PAYMENT PLAN

Southwest Water Authority offers Automatic Payment Plan. You can have your payment made automatically from your checking or savings account. There is no check to write, no payment to mail, no more late charges, no more forgetting to pay and Automatic Payment Plan is **FREE!** This may also be convenient for people who leave for the winter months.

HOW DOES AUTOMATIC PAYMENT PLAN WORK?

Automatic Payment Plan lets your financial institution do all the work. Each month the amount due on your Southwest Water Authority bill is automatically deducted from your designated bank account on the 20th of the month. The proof of payment will appear on your monthly bank statement. **It will still be important that you call the Southwest Water Authority with or send in your meter reading monthly.**

HOW MUCH WILL AUTOMATIC PAYMENT PLAN COST ME?

The Automatic Payment Plan will cost nothing. In fact, you will save time and money with no check writing expense and no postage costs.

HOW DO I SIGN UP?

It is simple to sign up. Complete the attached Authorization Form and return it to the Southwest Water Authority. **Please attach a blank check marked "VOID"**. This will be used to record the bank information necessary to process the payments. You can designate a checking or savings account. Make sure the signatures match bank records. **If the bank account is in two or more names, all account holders must sign.**

HOW LONG DOES IT TAKE FOR AUTOMATIC PAYMENT PLAN TO GO INTO EFFECT?

Automatic Payment Plan will usually take one month to implement. A note indicating this will appear on your water billing statement. Please continue to pay your bill as usual until you see this note.

YES, I WANT TO DO AUTOMATIC PAYMENT PLAN

**SOUTHWEST WATER AUTHORITY
AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM (Please Print)**

Please attach a blank check marked "VOID"

I (we) authorize the Southwest Water Authority to initiate debit entries to my (our) account identified below for payment of water bills. The financial institution named below is authorized to charge these bills to my (our) account. This authority will remain in effect until I (we) notify you in writing to cancel it at such time as to afford the bank a reasonable opportunity to act on it. I can stop payment of any entry by timely notification to my financial institution prior to charging my account. I understand that both the financial institution and the Southwest Water Authority reserve the right to terminate my participation in this payment plan.

Name (as it appears on your water bill)

Southwest Water Authority
Account Number

Bank Account Number

Address

Name of Financial Institution

City State Zip

Address of Financial Institution

Authorized Signature as Shown on Bank Account

Authorized Signature as Shown on Bank Account

Date Work Phone Home Phone

Date Work Phone Home Phone

Authorized Signature as Shown on Bank Account

Authorized Signature as Shown on Bank Account

Date Work Phone Home Phone

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REMEMBER IF BANK ACCOUNT IS IN TWO OR MORE NAMES, ALL ACCOUNT HOLDERS MUST SIGN!!