

Public Water Supply District #2 of Cole County

1944 Vieth Drive, PO Box 104238, Jefferson City, MO 65110-4238

Phone: 573-635-7011 Fax: 573-635-5332 Website: www.pwsd2cole.com

Water Bill Payments Made EASY!!

Automatic payment is an easy and convenient way to make your water bill payments. By signing up for automatic payments, you will:

- Free yourself of monthly check writing
- Stop worrying about checks being lost or delayed in the mail
- Have a record of payments on your bank statements
- Save postage and cost of checks
- Make payments even when you're on vacation or out of town

To enroll in the automatic payment program, just fill out the information below.

DIRECT PAYMENT AUTHORIZATION FORM

NOTICE→ Credit Union customers must verify routing and checking account numbers with their financial institution before submitting this form.

CUSTOMER NAME

BANK NAME

PWSD #2 ACCOUNT NUMBER

ROUTING NUMBER

SERVICE ADDRESS

CHECKING ACCOUNT NUMBER

PHONE NUMBER

WORK PHONE NUMBER

PLEASE ATTACH A VOIDED CHECK FROM THE ACCOUNT TO BE DEBITED FOR YOUR WATER BILL PAYMENT

I authorize **Public Water Supply District #2, of Cole County**, to charge my water bill payment to my bank account shown above. I understand that the funds will be withdrawn on the 10th of month (or following business day if it falls on a weekend or Holiday) and that it is my responsibility to ensure funds are in my account at the time. If for any reason your payment is returned to us, you will be charged a **\$25.00 service fee**, if services are discontinued due to nonpayment of bad draft a **\$25.00 trip fee** will be charged for reinstatement. Reasons for return include, but not limited to, insufficient funds, closed account, stopped payment, and any other reason listed by your financial institution. The original amount of payment and service charge must be paid in **CASH**.

I understand that my total water payment varies each month to actual usage, and the amount withdrawn will vary accordingly.

This authority will remain in effect until I instruct **Public Water Supply District #2, Cole County**, to cancel or change it. Future authorizations must be in writing, and be received by **Public Water Supply District #2, Cole County** 15 days prior to the 1st day of the effective month. I acknowledge that the origination of ACH Transactions to my account must comply with the provisions of U.S. Law.

APPLICANT / MEMBER SIGNATURE

DATE