



Looking for an easier way to pay your water bill?

Many of our customers have asked for a more convenient and less time-consuming way to pay their water and sewer bill. In response to these requests, East Valley Water District offers you an **Automatic Payment Plan**.

Alleviate the hassle of writing a check each month, receiving past due notices or late fees, while helping reduce payment processing costs. And best of all, this service is *free of charge!*

Let East Valley Water District and your bank do the work for you!

What Is Automatic Payment Plan?

Automatic Payment Plan is an efficient electronic payment alternative to paper checks. When you use direct payment, you authorize East Valley Water District to electronically collect a pre-authorized amount from your checking account to pay your bill. So, instead of writing a check every month, your bank will automatically make the payment on the due date of your bill. It is that simple.

Why Use Automatic Payment Plan?

Consumers and East Valley Water District both benefit from **Automatic Payment Plan**. As a consumer, you will save time preparing payments, save money on postage and check fees, eliminate the chance of a late payment, and save time balancing your bank statement. East Valley Water District benefits by processing payments more efficiently and crediting them to your account quicker.

How Does Automatic Payment Plan Work?

Each billing period, you will still receive your utility bill, just as you do now.

The difference is, with **Automatic Payment Plan**, your bill is paid automatically from your checking account on the due date stated on the bill. You simply deduct the amount from your check register, and you are done. It is that easy.

The grace period you are given between the day you receive your bill and the day the amount due is deducted from your bank account gives you plenty of time to review your bill.

Important Notice

If you have any questions regarding your bill, call us a **minimum of five business days prior to the due date**, so that we can adjust the amount being debited from your bank account, if necessary. If you contact us **less than** five business days prior to the due date and a correction is necessary, we cannot guarantee that the corrected amount will be debited in time. Therefore, you should review your bill for accuracy immediately upon receipt.

QUESTIONS?

1. What if I plan to change banks?

If you plan to change banks, please call 909-889-9501 promptly. Then, you simply complete a new Enrollment Form and attach a voided check from your new account.

2. Will I continue to receive a monthly Utility Bill?

Yes. You will continue to receive your bill as usual. You will know the exact date of your payment **before** it is deducted from your account. If you have a question about your bill, you can call and get it resolved.

3. Who will have control over my account?

You are the only person who has control over your account. When you sign up to pay your utility bill by **Automatic Payment Plan**, you are not giving East Valley Water District control over your account; you are simply authorizing payment to be made each month to East Valley Water District.

TO SIGN UP FOR AUTOMATIC PAYMENT PLAN

Complete the application form to the right and enclose it along with...

- 1) A blank check marked “VOID”, and return them both with...
- 2) A separate check payment for your current amount due and...
- 3) The remittance portion of your bill...
...all in the envelope provided with your statement.

Please do not send a deposit slip. Allow three to four weeks for your **Automatic Payment Plan** to be activated.

Once you have signed up, and the **Automatic Payment Plan** is in effect for you, your utility billing statement will show a message stating that your bill will be automatically paid on the due date. Until that time, please continue to pay any bills you receive by your usual payment methods.

**For more information, call
East Valley Water District
(909) 889-9501**

**Office hours are
Monday-Friday:
8:00 a.m. to 5:00 p.m.**

AUTOMATIC PAYMENT PLAN APPLICATION EAST VALLEY WATER DISTRICT

Please sign me up for East Valley Water District's **Automatic Payment Plan** for utility billing. I have enclosed: **(1)** the application, **(2)** a **voided check**, **(3)** a check for the current amount due, **(4)** the remittance portion of my current statement, and I have **signed** the application.

I authorize my financial institution to pay my monthly water bill by charging each payment to the account specified by me (see voided check). This authority is to remain in effect until revoked by me in writing. I have the right to stop payment of the charge up to three business days before the payment date.

I acknowledge that a handling fee of \$20.00 will be assessed to my account in the event my bill is unpaid due to non-sufficient funds.

I also understand that I must provide 30-day advanced, written notification to terminate this **Automatic Payment Plan**.

Name (please print)

Service Address

Telephone (day)

Bank Account Number

Water/Sewer Account Number

Signature (required)

Date