



SOUTH BURLINGTON WATER DEPARTMENT

403 Queen City Park Road
South Burlington, VT 05403
Phone: (802) 864-4361
Fax: (802) 864-0435

Apply for *AutoPay* *Save Time and Money*

Now you can pay your **South Burlington Water Department** bill the easy way – with ***AutoPay***.

- No more checks to write...*makes record keeping easy.*
- No stamps or trips to the post office...*saves on postage.*
- No late fees...*minimizes overdraft charges.*

Here's How It Works

When you enroll in ***AutoPay***, your financial institution will deduct funds from your checking account to pay your **South Burlington Water Department** water bill. Your bill will be paid for you on time and automatically. You won't have to worry about missing a payment if you are away on a business trip or vacation. You'll continue to receive your quarterly statement for commercial and/or residential accounts and you'll have time to review it before your bank deducts the amount due from your account. If you feel there is a problem with your bill, call our Customer Service Department at 802-864-4361. You can notify us at any time (in writing) if you wish to discontinue ***AutoPay***.

It's Easy to Start *AutoPay*

1. Simply complete the form and return it with your next payment.
2. Enclose an original check marked "void" or a photocopy of a check from the checking account you wish to have debited.
3. Your next bill will show "**Auto Payment – Do Not Pay.**"

Why wait?

Enclose this form with your next water bill payment or bring it to the South Burlington Water/Champlain Water District office at 403 Queen City Park Road, S. Burlington. Our office hours are 7:00 a.m. to 3:30 p.m. weekdays.

AutoPay Authorization Agreement

I hereby authorize **South Burlington Water Department** to instruct my financial institution to make bill payments directly from my account, I control the payments. I understand that these automatic payments may be canceled if I notify South Burlington Water in writing (30) days before my next scheduled payment.

Name of your bank, savings and loan, or credit union: _____

Routing Number: _____

Account Number: _____

Your name: _____
(as it appears on financial institution records)

Address where you receive **South Burlington Water Department** service:

(street, city, ZIP code)

Daytime phone: _____

Email address (optional): _____

Water/Sewer/Stormwater account number: _____

Your signature: _____ Today's date: _____
(as it appears on financial institution records)

Please attach an original check on which you've written "void" or a photocopy of a paid check from your checking account and return it along with this form with your next payment. ***Deposit slips cannot be accepted.***