



## Residential Auto-Pay Authorization Form

Have your monthly Wastewater payment deducted automatically from your checking or savings account.

The Auto-Pay Plan will help you in several ways:

- It saves time – fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner – even if you're on vacation or out of town.
- Your payment is always on time – it helps to maintain good credit.
- It saves postage, easy to sign up for, easy to cancel and no late fees!

### Here's how the Auto Pay Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payment will be automatically withdrawn from your account on approximately the 22<sup>nd</sup> of each month. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. You will continue to receive paper bills unless you sign up to receive your bill via email. To do so please visit our website at [www.warsaw.in.gov/303/Pay-Wastewater-Bill](http://www.warsaw.in.gov/303/Pay-Wastewater-Bill). Complete the authorization below and return it to our office, Warsaw Wastewater Payment Office, PO Box 557 Warsaw, IN 46581-0557 or fax it to 574-376-4125. You may also email the form to [warsawwastewater@warsaw.in.gov](mailto:warsawwastewater@warsaw.in.gov).

1. Please complete the following information.
2. Attach a voided check for verification of your financial institution information.

\_\_\_\_\_ Checking Account    \_\_\_\_\_ Savings Account    \_\_\_\_\_ Paper Bill    \_\_\_\_\_ E-bill

E-Mail Address: \_\_\_\_\_

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date: \_\_\_\_\_

Wastewater Account#: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Financial Institution Routing Number: \_\_\_\_\_

Financial Institution Account Number: \_\_\_\_\_

Signature \_\_\_\_\_