

# Automatic Bill Payment For your Water and Sewer Billing

## Sign up and start saving today!

### Save Time.

With the Automatic Bill Payment Plan, you won't have to spend time writing or mailing checks, or driving and waiting in line. Actually, paying your water and sewer bill won't take any time at all.

### Save Money.

You'll save the cost of your checks, stamps, and gasoline. Plus you'll never have late charges. Your bill will be paid on time even when you're on vacation.

### Here's How it Works.

Each month you'll receive a notice at least 10 days before your bill is due, showing you when it will be paid by automatic deduction. Then on the due date, we inform the bank and it is automatically deducted from your account.

## Quick answers to your questions.

### How do I sign up for Automatic Bill Payment?

Simply complete the authorization form and mail it with a voided check or savings deposit slip. Remember to complete the customer copy form and keep it for your records.

### What if my account is with a credit union or savings and loan?

All financial institutions can participate in this direct payment program.

### Is there a charge for this service?

No. Automatic Bill Payment service does not cost you a penny. It is a free, convenient payment service from the Borough of Somerset.

### What if I have a question about my bill?

Contact the Borough office before the due date and they will help you with any questions.

### How can I be sure that my bill has been paid?

Your water and sewage payment will be clearly itemized on your bank statement sent to you by your bank.

### Will I still receive a water and sewer bill?

Yes. Each month you'll receive a notice, at least 10 days before your bill is due, showing you the amount and when it will be paid by this automatic deduction.

### Can I stop the automated bill payment plan?

Yes. Just call or write the Borough of Somerset at (814) 443-2661, PO Box 71, 347 West Union Street, Somerset, PA 15501.



Cut Here and return bottom portion to the Borough Office

### Sign up for Automatic Bill Payment today!

I authorize the Borough of Somerset to instruct my bank/savings institution to make my water and sewage payments from the account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the Borough of Somerset.

#### Customer Information

Customer Name: (As it appears on your bill) \_\_\_\_\_

Service Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Required Banking Information

Financial Institution \_\_\_\_\_ Account Type  Checking  Savings

Bank Account No. \_\_\_\_\_ Routing No. \_\_\_\_\_

Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Please include a voided check so that we can confirm the correct banking information.**

#### Office Use Only

Borough Account No. \_\_\_\_\_ Cycle No. \_\_\_\_\_ Date Authorized: \_\_\_\_\_