



# SOUTH BURLINGTON WATER DEPARTMENT

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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 monthly statement for commercial accounts, or quarterly statement for 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 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.***