

Let Someone Else Pay Your Bills For A Change

Are you spending precious leisure time writing and mailing checks to pay your **Southwest Licking Community Water and Sewer** bill month after month? Why not pay this bill electronically?

- You'll have the assurance of knowing that your bill will be paid on time
- You'll never forget to pay your water and sewer bill because it's automatic
- You can rest easy because it's actually safer than checks
- Best of all, there's no extra charge for this convenient service

Here's How It Works:

Complete the automatic payment authorization form below and return it:

By email to: customerservice@swlcws.com
By mail to: SWLCWSD, P.O.Box 215, Etna OH 43018
By fax to: 740-927-4700

Note that this application and any future changes to your ACH information must be received in our office by the 15th of the month to be in effect for that month's bill cycle. After the 15th, your account information will be updated for the next bill cycle.

You will continue to receive a water and/or sewer bill statement each month so that you may verify the amount before we deduct it from your account. Then, let us do all the work. Your payment will be electronically paid from your designated account on the 20th of each month. Yes, it is that simple.

If you have any questions, please call our office at **740-927-0410**.

Automatic Payment Transfer Authorization Form

Please complete the following information:

As a convenience to me, I hereby request and authorize you to deduct my entire water and/or sewer bill balance

From (*name of financial institution*): _____

Routing Number: _____

Type of Account: _____ **Account Number:** _____

- Checking
 Savings

Please indicate the month in which you would like the automatic deduction to begin: **Month** _____

Name: _____ **Year** _____

Address: _____

City: _____ **State:** _____ **ZipCode:** _____

Home Phone Number: _____ **Daytime Phone Number:** _____

Signature: _____

for Office Use Only SWLCWSD Account #: _____

Entered by: _____ Date: _____