

**AUTOPAY PROGRAM**

**\*\*A voided check and copy of driver's license is needed\*\***

**HOW IT WORKS**

Monthly water bills will be mailed.

Contact the office immediately (at least 15 days before the due date) for any disputes in the amount of your bill. Upon resolution of a disputed billing, adjustments will be made on the next month's billing.

Amount of bill will be deducted from your account on the due date.

**BENEFITS FOR THE CUSTOMER**

No more checks to write

No payment to mail

No worries about lost or late payments

No worries when on vacation about unpaid bills

No fee charged for the service

**HOW TO ENROLL**

Complete and sign the authorization form.

Return form to the office. Continue to pay bills until you see notification on your bill that the amount will be deducted.

Southwestern Bartholomew Water Corporation  
4735 W Carlos Folger Drive  
Columbus, IN 47201  
812-342-4421

**AUTHORIZATION FORM**

*Please check:*

**New enrollment for electronic bank drafting**

*Change (financial or checking account)*

I have read and agree to the terms and conditions

Please initial: \_\_\_\_\_

I hereby authorize Southwestern Bartholomew Water Corporation to initiate debit entries to my checking or savings account for payments of my monthly water bill. I understand that I can discontinue my auto payment by notifying the Corporation 14 days prior to the billing date. Southwestern Bartholomew Water may terminate this agreement at any time. I understand that Southwestern Bartholomew Water Corporation reserves the right to limit participation in the Automatic Payment Program to customers whose accounts are in good standing.

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Financial Institution Phone Number

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

**ATTACH VOIDED CHECK**

*Please check the appropriate boxes:*

Type of financial institution:

Bank  Credit Union

Other  Savings & Loan

Type of Account:

Checking  Savings Account

*Please Print:*

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature (all authorized signatures required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Water Utility Account Number

## TERMS AND CONDITIONS FOR ENROLLMENT

You are responsible for contacting your financial institution prior to signing the authorization form below to ensure your institution's participation, and determine bank fees applicable for this service.

It takes approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check. Your bill will indicate that electronic bank drafting is effective with the statement: "AUTOPAY\*\*NOTICE ONLY".

Fees for each 'insufficient funds' will be assessed by Southwestern Bartholomew Water Corporation. It is your responsibility to be sure funds are available. Please call your financial institution regarding questions on fees they may charge separately. Southwestern Bartholomew Water Corporation will remove your account from bank drafting for two 'insufficient funds' within a 12-month period (1 year). You will then be ineligible to participate in AUTO-PAY for the next 12 months.

Claims on disputed bills must be received in the Office located at 4735 W Carlos Folger Road at least fifteen (15) business days prior to the due date. To remove your account from the AUTO-PAY, written authorization must be received in the Office at least 14 days prior to the effective bill date. You must notify us immediately if you change banks or move. A new authorization form will be required.

SOUTHWESTERN BARTHOLOMEW  
WATER CORPORATION  
4735 W CARLOS FOLGER DRIVE  
COLUMBUS, IN 47201



### AUTOPAY PROGRAM

*Southwestern Bartholomew  
Water Corporation*

**BANK DRAFTING SERVICE FOR  
WATER UTILITY BILLS**

**Customers: You can have your monthly utility bills paid automatically from your checking. It saves time and money – no checks to write, no postage, no fees for the service. Bills will always be paid on time!**

**You will continue to receive a monthly utility bill indicating water consumption, amount owed, and due date. The total amount of your bill is electronically deducted from your checking account, each month on the due date, which appears on your bill. Financial institutions list automatic payments on their monthly account statements.**