

PUBLIC WATER SUPPLY DISTRICT NO. 1
of
STE. GENEVIEVE COUNTY MISSOURI

PHONE (573) 883-5670

4 BASLER DRIVE, STE. GENEVIEVE, MO. 63670

FAX (573) 883-9598

ACH PAYMENT PLAN

Dear Customers,

We offer an automatic payment process. If you sign up for this process, your monthly water bill will be deducted electronically from your checking or savings account. There is no charge for this payment option. Just follow the steps below:

- Complete the application for automatic payment process (ACH)
- Attach a check from your bank account marked VOID.
- Return the completed application and the VOID check to our office
- Continue to pay your water bill in the manner you have done in the past until you receive your first water bill with the wording, MEMO BILL - DO NOT PAY, on the bill. Once you receive this bill, your direct payment will be in effect.
- Your bank account will be drafted each month on the due date
- To discontinue payment by the direct payment process (ACH), you must notify the district in writing thirty days in advance of the cancellation date.

If you have any questions please contact our office.

Sincerely,

Public Water Supply District # 1 of Ste. Genevieve County

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ACH AUTHORIZATION FORM

I (we) hereby authorize Public Water Supply District # 1 of Ste. Genevieve county, to initiate debit entries to my (our) bank account indicated below (the financial institution). This authorization will remain in effect until Public Water Supply District # 1 of Ste. Genevieve County is notified by me (us). Public Water Supply District # 1 must be notified in writing thirty days in advance of the cancellation date.

CUSTOMER INFORMATION

Name: _____

Address: _____

Phone Number: _____

ACH Details

Financial Institution Name: _____

City: _____ State: _____ Zip Code: _____

Routing Number: _____

Account Number: _____

Account Holders Signature: _____ Date: _____

Please attach a cancelled check or a copy of a check to this form.
A fee of \$10.00 will be charged if funds are unavailable at time of transfer.