Sign up for Auto Pay today. It's easy!

Simply fill out the form inside this brochure and return to EVMWD with a voided check.

Additional questions about the Auto Pay Program?

Call Customer Service at (909) 674-3146

Elsinore Valley Municipal Water District
31315 Chaney Street
Lake Elsinore, CA 92530
www.evmwd.com

9-02/10M

BILL PAYING MADE EASIER

AUTO PAY

DETAILS INSIDE...

Elsinore Valley Municipal Water District

Questions & Answers

Q What is auto pay?

A Auto Pay is a new service that allows your monthly water/sewer bill to be automatically deducted from your bank or credit union checking account.

Q How do I sign up?

A Simply complete the Auto Pay Program Sign-Up Form to the right, attach an original blank check from the account you wish to debit with "VOID" written across it. Return the form and the voided check to Elsinore Valley Municipal Water District with your next payment.

Q After I sign up, when does Auto Pay become active?

A Normally, Auto Pay will become active within two billing cycles. After signing up, pay in the usual manner *until* your EVMWD billing statement contains the following confirmation message: "THIS AMOUNT WILL BE DEDUCTED FROM YOUR ACCOUNT." All bills on Auto Pay will contain this message.

Q When will funds be deducted from my checking account?

A Payment is deducted on the due date printed on your bill.

Q Is there a charge for this service?

A EVMWD does not charge a fee for using Auto Pay. Ask your financial institution whether or not any fees or service charges apply.

Q What if there are insufficient funds in my account to cover the amount of the bill?

A On the first occurrence, EVMWD will add a $20 service charge to your account balance, which then must be paid in full. Only payment by cash or credit card will be accepted, and a deposit may be required. On the second occurrence, the above conditions apply and EVMWD will cancel your enrollment in Auto Pay.

Q If I change banks, when and how should I notify EVMWD?

A Notify EVMWD immediately by completing a new Auto Pay enrollment form, available at the District. Use the check box on the form to indicate you are making a change to an existing Auto Pay account. Remember to attach a "VOIDED" check from your *new* checking account.

Q How do I apply for Auto Pay if I have more than one water/sewer account?

A If all payments will be drawn from the same bank account, complete a separate form for each account and attach one "VOIDED" check. If using different bank accounts, a separate "VOIDED" check must accompany the corresponding Auto Pay forms.

AUTO PAY RECEIPT

On _____ ,
DATE

I authorized EVMWD to initiate Auto Pay from my account:

_____ , at
CHECKING/SAVINGS ACCOUNT NUMBER

_____ .
FINANCIAL INSTITUTION

RETAIN FOR YOUR RECORDS

EVMWD
Elsinore Valley Municipal Water District
P.O. Box 3000
Lake Elsinore, CA 92531

☐ Check this box only if making a change to an existing Auto Pay account.

NAME (Please print name as it appears on water bill.)

SERVICE ADDRESS

CITY STATE ZIP

HOME PHONE (Including area code)

CUSTOMER ACCOUNT NUMBER

I hereby authorize Elsinore Valley Municipal Water District and my financial institution to automatically deduct all future payments for my water/sewer bills from the checking account listed. I understand that EVMWD reserves the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify EVMWD.

Signature is mandatory and must match the name on the voided check.

DATE

Remember to attach an original check with "VOID" written across it. Continue to make your payments until your bill states "THIS AMOUNT WILL BE DEDUCTED FROM YOUR ACCOUNT."