



## AUTOMATIC PAYMENT OF YOUR WATER/SEWER/TRASH BILL

Eminence Water Works offers auto pay for your monthly water/sewer/trash bill. When you sign up for auto pay for your Eminence Water Works bill, your payment is made automatically through your bank account. Whether you're traveling or just too busy, auto pay ensures that your bill is always paid on time - one less thing for you to worry about! It's so convenient - **no checks, no stamps, no hassles**. And, it's **FREE!**

### Here's how auto pay works:

First return the completed application to our office along with a voided check or deposit slip. You will continue to receive a monthly utility bill from Eminence Water Works. On the 10<sup>th</sup> of each month, we will automatically deduct the payment from your account. You'll have plenty of time to review your bill before the due date, so if you have any questions with your bill, we can resolve them before your payment is withdrawn.

### When you first apply:

Continue to pay your bills by check until you receive a bill that says "MEMO BILL - DO NOT PAY." That's how you know direct debit is doing the bill paying for you.

### What if you change your mind?

No problem. Simply inform us in writing that you wish to cancel your participation in the Auto Pay program. Please save this flyer as a reference for your records.

### For your information:

I applied for Auto Pay on \_\_\_\_\_ (date). I have authorized Eminence Water Works to withdraw my monthly utility bill from \_\_\_\_\_ (bank/account#). I understand that I may cancel Auto Pay at any time by providing Eminence Water Works with written notification to that effect. My financial institution or Eminence Water Works may also cancel Auto Pay. At that time, Eminence Water Works would resume regular billing.

*Detach and return this portion with a voided check*

## AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Eminence Water Works account # \_\_\_\_\_

I authorize Eminence Water Works to initiate debit withdrawals, and the financial institution listed below to transfer payment, for and in the amount of my monthly utility bill from:

Checking Account       Savings Account      (please check only one)

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

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

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization shall remain in effect until canceled in writing. Please include a voided check with your application form. Send your completed application form to: Eminence Water Works, PO Box 163 Eminence KY 40019.