Save time and money with automatic bill payments

Automatic bill payments can help save you time and money. You can have your water and sewer bill automatically deducted from your checking or savings account and avoid the time and expense of writing checks and paying postage.

You must be up-to-date on your payments and have a zero balance on your account to enroll in automatic bill payment options.

Both Direct Pay and Monthly Manager allow you to pay your regular bill directly from your savings **or** checking account.

Direct Pay

Direct Pay is available to our customers who receive either monthly or quarterly bills.

You will still get a bill with the amount due , which will be deducted from your account within 11 days after your stated due date.

You will always have at least 10 days from the time your bill is mailed until the amount is deducted.

Monthly Manager

Monthly Manager allows you to spread your payments out evenly over the course of the year, in equal payments based upon your previous year's water usage.

It is only available to customers who would otherwise get their bills once a quarter.

The same amount will be deducted from your account each month after the day you select. (*Selected dates should be the 1 - 28 of the month, as not all months have the same number of days. Your account will be debited the amount due within 11 days after your due date.*)

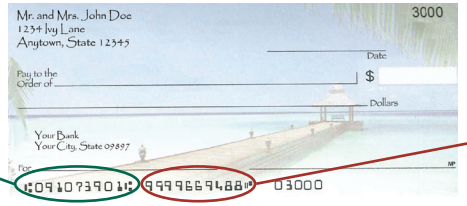
You will receive a regular quarterly statement reflecting your water usage and charges.

Once a year, we will recalculate your monthly payment based on actual water use.

If you have overpaid or have a balance due, the credit or balance due to you will be incorporated into the re-calculated rate of payment over the next 12 months.

Find your bank routing number

Bank routing number



Find your checking account number

Checking account number

Auto Pay Authorization

I authorize Saint Paul Regional Water Services to instruct my financial institution to make payments to SPRWS from the account listed. I understand that I can control my payments and if, at any time, I decide to discontinue this payment service, I will notify Saint Paul Regional Water Services in writing.

SPRWS Water Account Information

Name *(Please Print)*

Account Number

Customer Number

Street Address (*where water service is provided)*

City, State, Zip Code

Financial Institution Information

Account Holder Name *(Please Print)*

Name of Financial Institution

Financial Institution Routing Number
(First nine digits along the bottom of the check.)

☐ **Checking** Account Number

OR

☐ **Savings** Account Number

Your Phone Number Today's Date

X

Your Signature

Yes, I want to take advantage of automatic bill payments

and stop writing checks.

Please sign me up for the option indicated. I have filled out the application on the back and signed it.

Automatic Bill Payment Options

(Please choose ***either*** Direct Pay ***or*** Monthly Manager. You can not participate in both simultaneously.)

Direct Pay

Please deduct my regular bill directly from the account I have selected:

☐ Checking **OR** ☐ Savings

Monthly Manager

Spread your payments out evenly over the course of the year, in equal payments based upon your previous year's water usage.

Please deduct an equal amount from my:

☐ Checking **OR** ☐ Savings

account each month on the _____th day.
(*Must select 1 - 28 for choice of day.*)

Automatic Bill Payment FAQs

How do I enroll?
You must be up-to-date on your payments and have a zero balance on your account to enroll.

Complete the authorization form on this brochure, sign it, and return it with your bill or mail it to:

Saint Paul Regional Water Services
1900 Rice Street
Saint Paul, MN 55113

How are my bills paid?
The amount due will be deducted from your account after the date shown on your bill (*Direct Pay*) or after day of the month you selected (*Monthly Manager*).

How can I verify payment?
Each automatic bill payment will be itemized on your financial institution statement and on your billing statement from us.

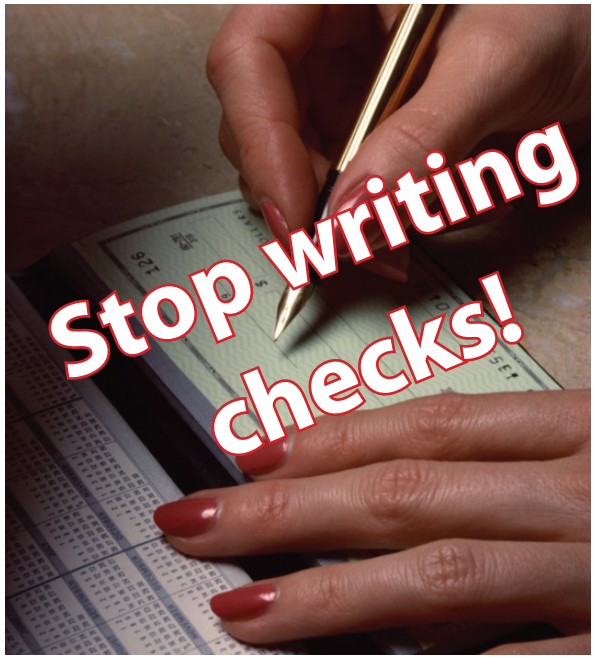
Are there charges for this service?
No. There is no charge and you enjoy the additional postage savings.

What if I change financial institutions?
Fill out a new authorization form, sign it, and mail it to us.

Can I stop automatic payments?
Yes. You can stop automatic bill payments anytime you wish. Simply let us know in writing.

What if I have questions?
Call customer service at 651-266-6350.
We will be glad to help you.

2012



Sign up for automatic bill payments

Automatic bill payments can help save you time and money.
You can have your water and sewer bill automatically deducted from your checking or savings account and avoid the hassle of paying postage and writing checks.

1900 Rice Street
Saint Paul, MN 55113
www.stpaul.gov/water
651-266-6350

SAINT PAUL REGIONAL WATER SERVICES