

**EDGEWORTH MUNICIPAL AUTHORITY**

**AUTOMATIC BILL PAYMENT OPTION ENROLLMENT FORM**

To initiate the automatic bill payment option, please complete the enrollment below and return to Edgeworth Water Authority office located at 313 Beaver Road, Sewickley PA 15143.

I/We hereby authorize Edgeworth Municipal Water Authority to automatically debit my/our checking account (one account only) for the amount of my Edgeworth Water Authority bill. This authorization will remain in full force and effect until notified by me in writing. My/Our participation in this program is subject to Edgeworth Municipal Water Authority's approval. I understand that Edgeworth Water Authority reserves the right, upon written notification, to terminate my participation or terminate the program at any time.

EWA Account# \_\_\_\_\_

Service Location: \_\_\_\_\_

Bill to Name: \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
Print-Name on the Account

\_\_\_\_\_  
Signature

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

Checking Account Number \_\_\_\_\_  
**(Please enclose a voided check)**

ABA Routing # \_\_\_\_\_  
**(Please verify with your bank)**

Note: After receipt of your enrollment form, there will be some processing time required to implement the withdrawal process, when you receive your first bill with the word **"DRAFT DO PAY Money will be Deducted from your Bank Account"** you can assume that the bill amount will be withdrawn from your bank account.

## EDGEWORTH MUNICIPAL AUTHORITY

### AUTOMATIC BILL PAYMENT OPTION—GENERAL INFORMATION

Payments for your Edgeworth Water Authority bill may be automatically drawn from your checking account. Procedures for this payment options are as follows:

You will receive bill notification as usual. The bill will be imprinted with the words “**DRAFT DO PAY Money will be Deducted from your Bank Account**” You should review the bill immediately and notify EWA before the 10<sup>th</sup> of the month if a discrepancy is noted or you have any questions regarding the bill.

On the 20<sup>th</sup> of the month the bill amount will be automatically drawn from the bank account you have specified. If the 20<sup>th</sup> is a Saturday, Sunday, or Holiday, the withdrawal will be made on the next business day. The statement you receive from you financial institution will indicate the date and amount withdrawn from you bank account.

If you bank account number changes, EWA must be notified immediately. A revised enrollment form will be required.

If you wish to terminate the automatic bill payment option you must notify EWA in writing, sixty days in advance. Future reinstatement will be subject to a required implementation process.

If the transaction is refused by your financial institution for ANY reason; for example insufficient funds, closed or unauthorized account, you will be immediately terminated from the program and may not be reinstated for a period of not less than two years. **Also, a fee of \$20.00 may charged to your EWA account.**

If you relocate or you EWA account is closed, your final bill can not be processed automatically, you must make a payment by mail or in person.

If you have any questions, please contact Edgeworth Water Authority at 412-741-5100 between the hours of 7:00 A.M. and 3:00 P.M.

**TO AUTHORIZE THE AUTOMATIC BILL PAYMENT OPTION, PLEASE  
COMPLETE THE ATTACHED ENROLLMENT FORM.**