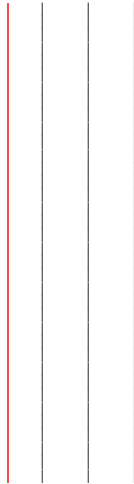


# Big News for our Customers

## An Automatic Payment Plan is Now Available



Wheat Ridge Water District  
PO Box 637  
6827 W 38<sup>th</sup> Ave  
Wheat Ridge, CO 80034



### Automatic Payment Plan

### Authorization

I, authorize Wheat Ridge Water District and my financial institution to deduct the amount due for my water bill. I understand charges will be deducted at least 10 days after the billing date, and I can delay my payment to dispute the bill by calling 303-424-2844 five business days before the withdrawal date. I understand either party can cancel this agreement, in writing, at any time. All information must be completed on the form below to activate Automatic Payment Plan.

Name of Financial Institution	
Bank Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing Number	
Please Check the appropriate box: <input type="checkbox"/> New App Customer <input type="checkbox"/> Bank Change	
Customer Name	
Service Address	
Home Phone	Work Phone
Water Bill Account Number	
Signature (required)	Date:

**Important Note:**

An original "voided" check or savings account "deposit slip" is required. If you bank at a Credit Union, you must verify with your institution the correct bank routing and account numbers for use with pre-authorized drafts on your account.

**Who, What**  
**When,**  
**Where,**  
**Why,**  
**How**



**When does the program start?**  
 Automatic Payment Plan should begin automatic bill payment with the start of the next billing statement after receiving your authorization sign up form. Keep paying your bill until your statement reflects that you are set-up for Automatic Payment Plan.

**How does my bill get paid?**  
 You will continue to receive notices of your bill amount. Automatic Payment Plan will contact your financial institution, which will automatically deduct the amount from your designated account.

**When will my financial institution deduct the amount from my account?**  
 Deductions will be made five (5) days prior to due date.

**How much does this service cost?**  
 The service is free.

**What if I wanted to cancel?**  
 You can stop participating in Automatic Payment Plan at any time by notifying our office in writing. Our address is P.O. Box 637, Wheat Ridge, CO 80034-0637.

**What if I have questions about my bill and the Automatic Payment Plan?**  
 Call Customer Service at 303-424-2844 Contact us at least five business days before the payment date, and we will postpone deductions until we have answered your questions.

# Automatic Payment Plan

Wheat Ridge Water now offers a convenient way to pay your water bill. Our new program will help you pay your bill without writing a check or finding a stamp to mail your payment. We call this program Automatic Payment Plan (APP). Your water bill can now be automatically deducted from your financial institution (checking or savings) account.

**It's as Easy as 1 • 2 • 3**

- 1** Just fill out the attached sign up form.
- 2** Place a voided check or your account deposit slip in the provided mail sleeve and seal.
- 3** Add postage and drop the completed sign up form in the mail or drop it by our office at 6827 W. 38th Avenue, Wheat Ridge, CO 80034.

It's that easy to starting enjoying the benefits No late penalty fees when you forget to pay your water bill.

**No more worries. No more hassles.**

For all your Automatic Payment Plan questions just call Customer Service at 303-424-2844.



## Did You Remember . . .

- To include a voided check or savings deposit slip?
- To sign the application form?

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