
Message from Clerk-Treasurer *Katherine Tanner*

Happy New Year! By now all of you should be aware that monthly billing is in progress for the Water and Sewer usage. To make things easier for you, you can pay your Monthly Utility bill by using Direct Withdrawal!

How Direct Withdrawal (ACH Payment) works:

- Sign up by returning the Authorization for Direct Withdrawal at the bottom of this sheet
- You will receive notification of the payment amount at least ten days before the withdrawal date
- On the payment date, your payment will be withdrawn from your specified account
- Your payment is made automatically. No hassles, No late fees and No worries

We hope this new method will assist you in making your payments. Of course, the existing payment office and drop box located at the Town Hall will continue to be available for your convenience. To sign up for Direct Withdrawal, please complete the authorization application below.

Provisions for the Town of Edgewood Utilities Electronic Bill Payment

Payment Notice and Billing Questions

Your Town of Edgewood Water-Sewer bill will be mailed on the 10th of each month. From that day, you will have adequate time to plan for your automatic payment or contact us if there is any question about your bill. Your payment will be deducted from your designated account on the 21st day of the month or the next business day after the 21st day of the month.

Record of Payment

The amount and date of your automatic payment will be shown on your regular bank statement. This is your proof of payment. If there is a question about a payment, you must notify your financial institution and the Office of the Clerk-Treasurer within 30 days of the date of the bank statement on which the error occurred.

Availability of Funds

You are responsible for having enough money in the indicated account on the payment date. You will be charged the same as if a paper checked "bounced" should your payment be returned with insufficient funds. In addition, your Direct Withdrawal service may be cancelled if two payments are returned in a 12-month period.

Termination

This authorization will remain in effect until we receive written notice from you thirty days before the cancellation date or until your utility service has been terminated.

Account/Address Change

You are required to notify us of any account or address changes to ensure timely payments. You are responsible for submitting a new application when an account or address change occurs.

AUTHORIZATION APPLICATION FOR DIRECT WITHDRAWAL

Town of Edgewood Account Number _____ E-mail Address _____

I authorize the Town of Edgewood Water & Sewer Department and the financial institution listed below to transfer (debit) money from the indicated account for the payment of my Town of Edgewood Water & Sewer bill. I will continue to pay my bill until I am notified on my bill that Direct Withdrawal has started.

Customer Name (as on bill) _____ Telephone Number _____

Service Address _____ Mailing Address _____

Financial Institution Name _____ Address _____

Date _____ Signature _____

In order for us to begin Direct Withdrawal, you must attach a cancelled or voided check from the account the payment will be made from, to this sheet.
