

PUBLIC WATER SUPPLY DISTRICT NO. 3

Board of Directors
Rickford Counts
Ralph Stuckmeyer
Ralph Ott
Jerry Jones
Wayne Huff

P. O. Box 920
1469 Old Highway 21
Arnold, Missouri 63010
Phone: 636-296-7053 • Fax: 636-296-0803

Officers
Cheryl Moellering, Mgr.
Tabetha Hammond, Clerk
Betsy Hanks, Treasurer

Automatic Payment Plan

Dear Customer,

Sign up for our Automatic Deduction Payment Plan and your monthly water bill payment will be deducted electronically from your checking or savings account. There is no charge for this payment option. Just follow these few simple steps.....

- Complete the Application for Automatic Deduction Payment Plan
- Attach a check from your bank account marked VOID. (We are not able to process with a deposit slip.)
- Return the completed application and the voided check to our office.
- Continue to pay your water bill as you have in the past **UNTIL you receive your first water bill with the wording, DRAFT, printed on your bill. Once you receive this bill, your Automatic Deduction Payment Plan will be in effect.**
- Your bank account will be drafted each month on or after the due date on your monthly bill and the deduction will appear on your statement as Meramec Heights Public Water Supply District #3.
- To discontinue payment by Automatic Deduction, you must notify Public Water Supply District #3 in writing thirty days in advance of the cancellation date.

Insufficient Funds Policy

In the event that the customer's bank does not accept our electronic draft request, the customer will be sent a letter to the billing address stating that the amount of the bill plus a bank charge must be paid immediately by cash or money order at the District's office. If payment is not received by the date specified, water service will be discontinued in accordance with the District's policy for non-payment of a bill. All fees for termination and reconnection of water service will also be charged and must be paid by cash or money order prior to reconnection.

If you have any questions, please contact our office at 636-296-7053.

Sincerely,

Cheryl Moellering
Manager



**Public Water Supply District #3
Application for Automatic Deduction Payment Plan**

With this convenient payment plan, your water bill payment will be electronically deducted from your bank account. There is no charge to our customers for this service and you will continue to receive a monthly water bill for your records.

Please Print

PWSD#3 Account Number _____

Name

Service Location Street City State Zip

Billing Address (if different) Street City State Zip

Daytime Telephone Number Alternate Telephone Number

To participate in the Automatic Deduction Payment Plan, I _____
(Account Holder) authorize Public Water Supply District #3 of Jefferson County to electronically draft my financial institution _____ (Bank Name) for water bill payments on or after the due date from the following bank account:

Select one: Checking Account # _____
 Savings Account # _____

Attach a blank check marked VOID from the account that will be used for your Automatic Deduction Payment. We cannot process your application without this completed form and a voided check.

All terms and conditions in the Water User Agreement Contract for water service will remain in effect.

To discontinue Automatic Deductions, you must notify Public Water Supply District #3 in writing thirty (30) days in advance of cancellation date.

Account Holder's Signature

Date

Note: Continue to pay your water bill as you have in the past **UNTIL** you receive your first water bill with the wording, **DRAFT**, printed on your bill. Once you receive this bill, your Automatic Deduction Payment Plan will be in effect.

**Return the completed application and a voided check to:
Public Water Supply District #3
P.O. Box 920
Arnold, MO 63010
Phone: 636-296-7053 Fax: 636-296-0803**