

AUTOMATIC BILL PAYMENT

Date:

Account # :

If you are interested in having your water bill payment automatically deducted from your checking or savings account, please provide the Authority with the following information:

AUTHORIZATION FOR AUTOMATIC BILL PAYMENT	
Please Complete <u>ALL</u> Sections and return this form: I authorize the State College Borough Water Authority to instruct my banking/savings institution to make my water (and sewer if located in State College Borough) payment from the account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the Authority in writing.	
Name: _____	Date: _____
(Please Print Clearly)	
Service Address:	
City: _____	State: _____ Zip Code: _____
Signature: _____	Phone: _____
BANKING INFORMATION: (Bank, Savings & Loan, Credit Union)	
Financial Institution:	
Account Number: _____	___ Checking ___ Savings

FOR OFFICE USE ONLY:

REMARKS: _____ ACCOUNT: _____ DATE COMPLETED: _____ INITIAL: _____

	3589
<i>Date</i>	
VOID	
<i>Pay to the Order of</i> _____	\$ _____
_____ <i>Dollars</i>	
<i>Memo</i>	

(Attach Voided Check)

The State College Borough Water Authority has added "Automatic Bill Payment" to our list of payment options effective July, 2000. First National Bank is administering this program through ACH (Automatic Clearing House), a nationwide electronic payments network used by more than 22,000 participating financial institutions.

Once you have completed the Authorization for *Automatic Bill Payment* form, return it to the Authority at the address listed at the top of the letter. **Please be sure to include a voided check with your returned form.** First National Bank will not be able to process your account without a voided check. **Also, your account must be paid in full prior to adding you to our Automatic Payment Program.** Please remember, if you **change** your account or banking institution, you must complete a **NEW** Authorization form. To request another form, contact our office at 814-238-6766. We would like to thank you for your interest in this new method of payment, and to help answer any questions you may have concerning Automatic Bill Payment, we have included below a list of the most frequently asked questions and answers about ABP.

Sincerely,

The State College Borough Water Authority

PLEASE NOTE: FINAL BILLS CAN NOT BE PAID BY AUTOMATIC PAYMENT

QUESTIONS AND ANSWERS - AUTOMATIC BILL PAYMENT

Q. How do I sign up?

A. Complete both sections of the Authorization, sign, and enclose a voided check. Mail to:

STATE COLLEGE WATER AUTHORITY
1201 W. Branch Road
State College, PA 16801-7697

Q. How will my bill be paid?

A. We will notify your bank of the amount due. The bank will automatically pay that amount from your account.

Q. How will I know how much my bill is?

A. You will receive a copy of your quarterly bill at the same time you normally receive it. If you have a question about your bill, please call the Authority at 238-6766 at once.

Q. Does my account have to be with a bank?

A. No. All financial institutions participate, including Credit Unions and Savings & Loans.

Q. When did the program begin?

A. July, 2000.

Q. How do I know my bill has been paid?

A. Your payment to the Authority will be clearly marked on your financial institution's monthly account statement.

Q. Is there a charge for this service?

A. No. The Authority does not charge for this method of payment.

Q. What if my account is overdrawn?

A. You will be charged a \$25.00 collection fee and your bill will have to be paid in cash, money order or credit card. Overdrawn accounts will be treated the same as returned checks.

Q. What if I have a question about my bill or would like to stop Automatic Cash Payment?

A. Simply call the Authority at 238-6766. You control your payments and may discontinue them at any time* by notifying the Authority in writing.

***Please note:** The Authority must be notified to discontinue automatic payments 10-14 days **BEFORE** the due date of the bill. Please call the Authority if you have any questions.