

**What is an automatic payment?**

It means that the bank will automatically deduct your water fees from your bank account.

**What are the benefits?**

You will know that your payment is being made on time. You will not have to write a check out. It is also convenient way to make your water payments.

**How do I authorize the automatic payments?**

You complete the authorization form at the bottom of the sheet and send a blank check that has VOID written nice and big across it. The water bill will be on your bank statement of when your payments were made.

**On what day will my bank account be debited and for how much?**

We will inform you of your dues dates and payment schedules. We will deduct from your account on the day your payment is due for the current amount.

**What if I change my mind later and want to cancel this service?**

You can contact Sussex Shores Water Company and request in a written letter to cancel your auto pay. You will then receive billing statements. It will take 30 days to cancel your auto pay so there may be one more month of auto pay deducted from your account before you start to receive a paper bill.

**Please Note:**

Your voided check, bank name, and account number are needed in order to set up your automatic payment. The information is kept confidential.

**Sussex Shores Water Company**

P.O. Box 170

Bethany Beach, DE 19930

Phone: (302) 539-7611 Fax: (302) 539-0216 Email: kglenn@sussexshoreswater.com

**Authorization for automatic payment**

SSWC Book Number \_\_\_\_\_ SSWC Account Number \_\_\_\_\_

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Street City State Zip

Telephone Number: ( ) \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Street City State Zip

I authorize the following financial institute to accept the fund transfer and charge my checking account or savings account shown below to pay Sussex Shores Water Company water bills or to credit my account if it is necessary to make corrections. This authorization is in effect until I contact SSWC in writing.

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

Bank Account Number \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Type of Account Checking \_\_\_\_\_ Saving \_\_\_\_\_

Signature (Must be an authorized signer on bank account) \_\_\_\_\_ Date \_\_\_\_\_

**Return this form and voided check to:** Sussex Shore Water Company

P.O. Box 170

Bethany Beach, DE 19930

