



Valencia Heights Water Company
3009 East Virginia Avenue
West Covina, CA 91791
Office (626) 332-8935

VALENCIA HEIGHTS WATER COMPANY OFFERS RECURRING/AUTOMATIC PAYMENT SERVICE

Why Sign Up for Recurring Automatic Bill Payment?

By signing up for Recurring/ Automatic Bill Payment, you insure that your payment will be made on-time every month. You will save on postage, time, trees (envelopes) and money. Go Green, Go Automatic!

Will I Continue to Receive a Monthly Bill Card?

Yes! Your monthly bill card will be mailed to you more than 10 days before the payment is automatically deducted from your bank account. **Payment will be deducted from your bank account on or about the 18th of every month.** You will be able to review your bill and notify us if you have any questions. If for any reason there is a billing dispute, you may contact VHWC prior to the automatic withdrawal date and resolve the dispute before the payment is withdrawn from your bank account.

How Do I Discontinue Participation in the Program?

To discontinue participation in the program, please complete the Cancellation Form available on our website or at our office. A written request to the VHWC is necessary to terminate your automatic payment.

How Do I Sign Up?

Simply complete the Recurring/ Automatic Payment Application form, attach a **blank voided check** and return to VHWC.

When Will My Automatic Bill Payment Begin?

Please pay your current bill in full. The Recurring/ Automatic Payment will be effective the following month. If your account does not have a zero balance at the time the Automatic Payment is scheduled to begin, the first automatic payment will include the entire outstanding balance.

Any uncollectible amounts will be charged \$25.00 Non-sufficient Fund Charge.

To print the ACH Payment Application, check the box acknowledging you have read the above information.

- Print ACH Form
- Print ACH Termination Form

VHWC Recurring/Automatic Payment Application

Attach Voided Check Here

VALENCIA HEIGHTS WATER COMPANY AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT PROCESSING

I hereby authorize Valencia Heights Water Company and my financial institution to automatically deduct from my checking account indicated below all future payments for my water bills.

I understand that both Valencia Heights Water Company and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify Valencia Heights Water Company. I understand that authorization will terminate 10 business days after I notify Valencia Heights Water Company in writing of my intent to terminate this authorization.

AUTHORIZED SIGNATURE _____ DATE _____

Customer Information (As it appears on your Water Bill)

Account Number _____	Mailing Address _____
Account Name _____	City _____
Service Address _____	State _____ Zip _____
City _____	Home Number _____
Email _____	Cell Number _____

Bank Information (Please Print Clearly)

Financial Institution _____
Branch _____
Address _____
City _____ Zip _____
Branch Routing Number _____
Bank Account Number _____

VOIDED CHECK MUST BE ATTACHED

Office Use Only

Date Received _____
Received By _____
Date Entered _____
Entered By _____
Month ACH to begin _____
Cancellation Received _____
Cancellation Date _____