

CITY OF LOWDEN

WOULD YOU LIKE TO PAY YOUR MONTHLY WATER/UTILITIES BILL WITH AUTO-PAY OR NEED MORE INFORMATION?

WATER/UTILITY AUTOMATIC PAYMENT OPTION



Auto-Pay is an efficient electronic payment alternative to paper checks. When you use Auto-Pay, you authorize the City of Lowden to electronically collect an amount from your checking or savings account to pay your

water/utility bill. Instead of writing a check every month, your bank/credit union will automatically make the payment on your behalf on a predetermined date. It's that simple!

GET STARTED – SIGN UP

It's quick and easy and there is no charge. All you need to do is provide us with your authorization to collect money from your account to cover the cost of your monthly bill. Simply print out the **ACH Form from the Forms Link** and fill out the required information. You will also need to provide a **voided check/deposit slip** to make sure we have the right account information. Bring your documents to City Hall and your all set, we *take care of the rest!* On the predetermined date our bank will instruct your bank to automatically deduct the exact amount due from your account. Your bank will

QUESTIONS – READ ON

*then electronically withdraw that amount and forwards it electronically to our bank. You will still receive your water/utility bill as normal on the first part of the month as scheduled. The bill will have an **ACH payment sticker attached, with “Do Not Pay”**. The amount will automatically come out of your account on the predetermined date. Your monthly payment will be itemized on your bank account statement. Your statement will indicate the payment date, amount and City of Lowden. If you decide to discontinue your Auto-Pay arrangements, simply stop by City Hall and notify your Financial Institution.*

WANT TO JOIN

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*You and the city both benefit. As a customer, you'll save time preparing payments, save money on postage and check fees and **you will eliminate the chance of a late payment!***

We benefit by processing your monthly payment efficiently which in turn reduces our operating costs.