



Perry Park Water and Sanitation District
 5676 West Red Rock Drive
 Larkspur, Colorado 80118

Telephone: 303.681.2050
 Fax: 303.681.2051
www.ppwsd.org

Electronic Bill Payment – Water and Sewer Utility Payment Service

ELECTRONIC BILL PAY is our bill payment service that makes it more convenient for you to pay your Perry Park utility bill. The Electronic Bill Pay service was created in response to the many requests we received from our customers. With today's busy lifestyle, people are looking for ways to reduce the time they spend paying bills.

How does it work? Your utility payment is automatically deducted from your designated checking or savings account on the bill due date. For your convenience we will send you a post card by the tenth of the month to remind you that your payment will be deducted from your account on the bill due date. Perry Park Water and Sanitation District is authorized only to receive the amount due on your utility bill.

If you do not like the service, you can call and cancel it with thirty days notice to the Perry Park Water and Sanitation District. More information about Electronic Bill Pay can be found on the reverse side of this application.

Don't wait! Sign up for Electronic Bill Pay today! Fill in the form below and mail it to: Perry Park Water and Sanitation District, 5676 West Red Rock Drive, Larkspur, Colorado 80118. If you have any questions, please call us at 303-681-2050.

Return this completed application along with a voided check or deposit slip to: PPWSD, 5676 West Red Rock Drive, Larkspur, Colorado 80118. Please retain a copy for your records.

Customer Name (as on bill)										
Service Address	(Street/City/State/Zip Code)									
Mailing Address (if different than Service Address)	(Street/City/State/Zip Code)									
E-mail Address										
Daytime Phone Number										
PPWSD Account Number (as on bill)										
Bank Name										
Bank Address										
Bank Phone Number										
Bank Account Number										
Bank Account Type (please circle)	Checking					Savings				
Bank Transit Routing (ABA) Number										
Authorized Signature	(Date)									
I agree to the terms on the back of this application										



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Initial Payment

Once your completed enrollment application is received it will undergo a “prenotification” process where a test transaction (zero dollar) is created and used to verify the accuracy of the account information provided. Should the pre-notification test fail (incorrect account number or transit routing number) you will be notified and asked to provide corrected information prior to beginning automatic payments. Each pre-notification test takes approximately ten days to complete. You will know that the automatic payments are scheduled to begin when you receive a billing post card with the text “ACH PAYMENT, DO NOT PAY”.

Stop Payments

Stop payments can be issued up to three days prior to your payment date. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide a written confirmation of the stop payment to your financial institution. Please contact the Perry Park Water and Sanitation District office if you have requested a stop payment. Once you issue a stop payment, you still remain responsible for paying the bill on time and will be subject to penalties for late payments.

Availability of Funds

You are responsible for having enough money in the account you designated on your payment date. As with checks returned for non-sufficient funds or accounts being closed, there is a \$25 NSF charge on all returned automatic payments due to non-sufficient funds or accounts being closed. Electronic Bill Pay may be canceled if two payments are returned within a twelve month period.

Record of Payment

Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us and your financial institution within sixty days of the date of the questioned statement. Your financial institution will advise you of rights concerning an error.

Payment Date

The predetermined amount will be transferred from your bank account on the bill due date. If the bill due date falls on a weekend or holiday, your account will be debited on the following business day. When you receive your utility bill, please review it and if you have questions or would like to review your bill with a Customer Service Representative, contact the District Office at 303.681.2050.

Termination

Your Electronic Bill Pay service will remain in effect unless we receive written notice from you thirty days prior to the next scheduled billing date or until your service is terminated. Additionally, you must provide the same notice if you have closed your account.

Bank Account/Address Change

Notify the District Office immediately of any bank account or address changes as soon as possible for uninterrupted billing. Failure to notify the District Office of any changes could result in late payment of your utility bill. Late payment penalties would apply.

Questions

If you have questions concerning this program, please contact the District Office at 303.681.2050.