



Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

(360) 734-9224

**Autopay Enrollment Form**

New Request  Update

PLEASE PRINT

Owner Name \_\_\_\_\_

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

Utility Account Number \_\_\_\_\_

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

Checking Account Number \_\_\_\_\_

I authorize Lake Whatcom Water & Sewer District to automatically withdraw from my checking account, identified on the attached voided check, the total amount due on my utility billing statement. I authorize my financial institution to accept such withdrawals, which shall be made from my bank account on the due date indicated on each billing statement. Payments will continue until the District is notified in writing that I wish to be removed from the Autopay program. By signing this form, I acknowledge that I have read and understand Lake Whatcom Water and Sewer District's Autopay policy considerations listed on the reverse.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

**Mail original to:**  
Lake Whatcom Water & Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

**Please retain a copy of your completed authorization form for your records**

**Please attach voided check here.**



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## Autopay Bill Payment

### **What is AUTOPAY?**

Autopay is a process in which you allow Lake Whatcom Water and Sewer District to automatically withdraw the amount you owe for services from a single **checking** account drawn on a U.S. bank in U.S. funds.

### **When will my payment be withdrawn?**

The District will withdraw your utility payment on the 20th day of the month it is due, or the next business day.

### **How do I enroll?\***

1. Complete the enrollment form on the reverse.
2. Attach a voided check.
3. Sign the form.
4. Mail the form to the District office.

**\*Please note: in order to process your request, we must receive this authorization form 30 days before you would like to initiate Autopay for your utility account.**

### **Important Autopay Policies You Should Understand:**

1. Only the owner of the property may enroll their utility account in the Autopay program.
2. A request to change or cancel your automatic payment service must be made in writing and may take up to 30 days to process.
3. If your payment cannot be processed because of insufficient funds or because the bank account has been closed, we will charge your utility account a processing fee of \$25.00.
4. If your payment cannot be processed twice within one year, your enrollment in the Autopay program will be discontinued.
5. We will only debit your bank account for the complete balance on your utility statement.
6. If you sell your property, we will automatically discontinue your payment service when we receive final payment from a title or escrow company.
7. We do not enroll credit cards in our Autopay program.

### **Questions?**

Call our office at Monday through Thursday, 8:00 a.m. to 5:00 p.m., if you have any questions regarding the Autopay program at (360) 734-9224.