



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA, 98229
Office Hours: Monday – Thursday, 8:00am – 5:00pm
www.lwwsd.org

(360) 734-9224
Fax 738-8250

AUTOPAY ENROLLMENT FORM

New Request Update

DATE:
OWNER NAME:
UTILITY ACCOUNT NUMBER:
SERVICE ADDRESS:
CONTACT PHONE NUMBER:
FINANCIAL INSTITUTION:

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 on the due date. 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.

OWNER SIGNATURE
DATED

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

Please attach voided check here.



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Autopay Bill Payment

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

How to 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:

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

*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 Information:

- Only the owner of the property may enroll their utility account in the Autopay program.
- A request to change or cancel your automatic payment service must be made in writing and may take up to 30 days to process.
- 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 \$40.00.
- If your payment cannot be processed twice within one year, your enrollment in the Autopay program will be discontinued.
- We will only debit your bank account for the complete balance on your utility statement.
- If you sell your property, we will automatically discontinue your payment service when we receive final payment from a title or escrow company.

If you would prefer to take advantage of a wider variety of payment options, we have partnered with Xpress Bill Pay to provide you with an improved online bill payment service. It's free to sign up for online bill payment at www.xpressbillpay.com. When you sign up with Xpress Bill Pay, you can make automatic bill payments with a Visa, MasterCard, Discover Card, or eCheck.

Questions?

Call our office at (360) 734-9224 Monday through Thursday, 8:00 a.m. to 5:00 p.m., if you have any questions regarding the Autopay program or if you would like more information about Xpress Bill Pay.