

The Water and Sanitation Department (WSD) is dedicated to delivering exceptional customer service to all its customers. We are proud to offer the convenience of automatic payment processing or autopay for water and/or wastewater utility payments. Autopay is easy to begin and provides many benefits to the customer.

Why sign up?

- **Accurate:** The exact amount of funds owed to the WSD will be deducted from your account on the automatic payment date shown on your bill.
- **Efficient:** Your payment is always on time!
- **Economical:** Enrollment with WSD is free, but some financial institutions charge for automatic payments so please check with your bank.

Autopay eliminates costs such as checks, postage, credit card convenience fees, and if you currently drive to our office to make payments you now save on fuel.

- **Transparent:** Bills will be mailed at least two weeks before the payment is deducted from their account. Payments will be reflected on your bank statements as, "W&S Co./Water & San Dept." followed by your eleven-digit account number.

Contact us with any questions:
WATER AND SANITATION DEPARTMENT
 6767 SPRING ROAD • MOORPARK, CA 90321
 PHONE 805-378-3000 / FAX 805-529-7542
 WSCS@VENTURA.ORG

How to sign up:

1. Your account must have a zero balance to begin this payment method
2. Complete, sign, detach, and return the authorization agreement below
3. Include a voided check

Note:

In the event amounts are uncollectible (like a returned check) you will be billed accordingly along with a non-sufficient funds charge to cover the bookkeeping and processing costs.

If your automatic payment is returned by your bank, our autopay service will be discontinued. If you wish to reinstatement the autopay service your account must again have a zero balance.

By written request, you can discontinue autopay at any time, stopping the service can take up to ten business days.



AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT PROCESSING

First, please provide this information as it appears on your water bill:

Account Name:	Account #:
Service Address:	Phone #:
Email Address:	

Next, please provide your banking information that you would like to establish auto pay with:

Name(s) (as they appear on the bank account)
Financial Institution's Name:
Checking Account Number:
Routing No: <i>Are the numbers found between these symbols: □: _ _ _ - _ _ _ □: on the bottom left of your check or savings deposit slip.</i>

I hereby authorize the Water and Sanitation Department of the County of Ventura and my financial institution to automatically deduct from my checking or savings account indicated below variable payments for my water, and if applicable, sewer bills. I understand that both the Water & Sanitation Department and my financial institution reserve the right to terminate this authorization and my participation therein. This authority is to remain in effect until the Water & Sanitation Department has received written notification from me of its termination in such time and manner as to afford the Water & Sanitation Department a reasonable opportunity to act on it.

Signature _____ Date _____