



## CITY OF LAKE CHARLES WATER DIVISION

PHONE: (337) 491-1307

### **AUTOMATIC BILL PAYMENT ENROLLMENT FORM**

SIGN AND MAIL THIS FORM WITH A **VOIDED CHECK** TO:

CITY OF LAKE CHARLES WATER DIVISION

P.O. BOX 1727 LAKE CHARLES, LA 70602

With our Bank Draft Program, you can enjoy the dependable convenience of Automatic Bill Payment, courtesy of the Lake Charles Water Division and your financial institution. It's so simple and you will never have to worry about being late with your payment, you will wish you could pay all your bills this way.

Here's how it works: You will still get your monthly bill, but you will not send your payment through the mail. On the bill's due date, the net amount will be deducted automatically from your account, and you just subtract that amount from your checkbook. It's that easy!

#### **BANK DRAFT AUTHORIZATION**

***I HEREBY AUTHORIZE MY FINANCIAL INSTITUTION TO CHARGE MY ACCOUNT AND REMIT TO LAKE CHARLES WATER DIVISION PAYMENT FOR MY MONTHLY WATER BILLS.***

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Your name (as shown on your financial institution account)

Telephone

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Home address: Street

Apt

City

State

ZIP

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Name of your financial institution

Your financial institution account number

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Name on water bill (if different from above)

Your water division account number

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Signature (as you sign your check)

Date

\*Please attach a **VOIDED CHECK** to this form for verification of bank account number.

\*When you see the words, "Automatic Payment Service" on your bill, Automatic Billing as taken effect.

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.