



San Miguel Community Services District
 1150 Mission Street, San Miguel CA. 93451
 PHONE: 805-467-3388 or FAX: 805-467-9212

Automatic Payment Authorization Form

Dear SMCS D customer,

The Automatic Payment Program is designed so that the San Miguel Community Services District automatically credits your utility bill and debits your checking/savings accounts provided below on the 10th of each month (water/sewer bill is due on 14th). You will continue to receive a bill, but once Automatic Payment is established on your account, your bill will state **“DO NOT PAY- PAID BY DRAFT”**. To enroll, please complete form and either mail, fax, or drop off at the District office. Please allow up to one month after enrollment date for activation of the Automatic Payment Program. Until the Automatic Payment is effective on your account, you must continue to use another form of payment until you see the **“DO NOT PAY- PAID BY DRAFT”** message printed on your bill. Enrollment form:

LAST NAME		FIRST NAME		SMCS D ACCOUNT NUMBER	
ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	BANK ACCOUNT NUMBER	ROUTING /ABA NUMBER		BANK NAME	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: small; margin-top: 5px;"> John Doe Mary Doe 1234 Main Street Anytown, CA 99999 </p> <p style="font-size: small; margin-top: 5px;"> PAY TO THE ORDER OF _____ \$ 1234.00 DOLLARS </p> <p style="font-size: small; margin-top: 5px;"> ANYTOWN BANK Anytown, CA 99999 </p> <p style="font-size: small; margin-top: 5px;"> For _____ Routing number: 250250025 Account Number: 202020 </p> <p style="font-size: small; margin-top: 5px;"> 1 : 250250025 : 202020 : 1234 </p> </div> <p style="text-align: right; margin-top: 5px;">*Do not include check number</p>					
<p>(Attach VOID check)</p> <p><i>I hereby authorize the San Miguel Community Services District to deduct funds from my checking or savings account for payment of my San Miguel Community Services District utility bill on the 10th of each month. I understand that if at any time I decide to discontinue this payment services, I will notify San Miguel Community Services District in writing. I also understand that the San Miguel Community Services District can stop my participation in this service if necessary. I understand that should the account not have sufficient funds to cover the deduction there will be an insufficient funds fee charged to my San Miguel Community Services District utility account, as well as any late payment penalties.</i></p>					
NAME AS IT APPEARS ON SMCS D ULITLIY BILL			SERVICE ADDRESS		
CUSTOMER SIGNATURE (MUST BE ON BANK ACCOUNT)					DATE

Questions & Answers

How will I know when my enrollment in the SMCSD District Automatic Payment Plan has been activated?

You will continue to receive a bill, but once Automatic Payment is established on your account, your bill will state "DO NOT PAY- PAID BY DRAFT". The total amount of your bill will be deducted from your checking account or savings account on the 10th of the month. Please call with any questions.

How can I be sure that my Water and Sewer Bill has been paid? The statement from your financial institution will clearly identify each payment. Also, each copy of your utility bill from San Miguel CSD will reflect the last payment made by the Automatic Payment Plan. You can also view your bill at www.sanmiguelcsc.org "Pay Bill" (need to make an account with Web ID, that is located on the bill)

How do I cancel my enrollment? You can request cancellation of your enrollment in the Automatic Payment Plan at any time by Notifying the SMCSD in writing. It may take up to 15 working days to process the termination request.

What happens if my financial institution rejects my payment? Your bank may reject payments as a result of insufficient funds, closed/unauthorized accounts or other reasons. If your payment is rejected, the San Miguel C.S.D will charge an NSF fee of \$30.00 on your next utility bill. The San Miguel C.S.D reserves the right to terminate your participation in the Direct Automatic Payment Plan if your payment is rejected more than once within a 12-month period.



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WWW.SANMIGUELCSD.ORG