



# AutoPay The easy way to pay

Pay your Laguna Beach County Water District bill automatically with AutoPay

## What is AutoPay?

AutoPay is a service that allows you to pay your bimonthly District water bill automatically from your checking or savings account, without the hassle of writing a check and paying postage. Whether you're traveling or just too busy, AutoPay ensures that your bill is always paid on time—one less thing for you to worry about!

## How Do I sign up for AutoPay?

Enrolling is easy. First, fill out the AutoPay Application on the right, sign it, attach an original check from the account you would like to debit, and write "VOID" across it. Photocopies will not be accepted. Return the authorization form and voided check to Laguna Beach County Water District with your next payment.

## How will I know how much is being deducted from my bank account?

You'll continue to receive your bimonthly statement showing your water usage and the amount we will debit from your bank account. Your statement will also include a notation of the date, approximately 10 days after the billing date, that your payment will be deducted from your account. If you have any questions regarding your bill amount, contact our billing department before payment is debited from your account.

## When will AutoPay become effective?

It may take up to a month to activate AutoPay. Continue to remit your payment until you receive a bill with "AutoPay" displayed at the top. That's how you know AutoPay is doing the bill-paying for you.

## What if I change my mind?

No problem. Simply inform us in writing that you wish to cancel your participation in the AutoPay program.

## What if I have questions?

Simple. Just contact the District's customer service department at 949-494-1041.

## To enroll in AutoPay

1. Complete the AutoPay Application below.  
*(Complete a separate application for each water account)*
2. Attach an original check and write "VOID" across it.
3. Return with your next payment.
3. Continue to make payments until your water bill states "AutoPay."

### AutoPay Application

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
LBCWD Water Account Number

\_\_\_\_\_  
LBCWD Water Service Address

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

Type of Account:  Checking  Savings

### Authorization

I authorize Laguna Beach County Water District (LBCWD) to initiate debit withdrawals and the financial institution listed to transfer payment in the amount of my bimonthly water bill.

This authorization shall remain in effect until cancelled in writing, at least 72 hours in advance of the next scheduled payment. I understand that LBCWD may stop my participation in this service if necessary. I also understand that payments rejected by my financial institution will incur additional fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date