CALAVERAS COUNTY WATER DISTRICT

Free Way 2 Pay

Automatic Bank Draft Authorization & Enrollment

A free, convenient way to pay your utility bill. Your payment is automatically drafted from your checking or savings account on the bill due date. No enrollment or payment processing fees apply.

HOW TO ENROLL

1. Complete both pages, initial each condition, sign and date. Attach a voided check, bank verification letter, bank-issued direct deposit form or other bank documentation confirming the account holder, routing and account numbers.
2. Submit by mail or in person: CCWD, 120 Toma Court, San Andreas, CA 95249. Contact Customer Service for secure electronic submission options. Do not send banking information by ordinary email.
3. Submit all documents by the 10th of the month to be considered for that month. Later submissions will be processed for the following billing cycle. Additional verification may be required.

IMPORTANT: Enrollment is not active until CCWD confirms it.
Continue paying your bill by the due date using another accepted payment method until Customer Service notifies you that your enrollment is active.

CUSTOMER INFORMATION | * Required

CCWD Utility Account Number *

CCWD Customer Name *

Service Address *

Mailing Address (if different from service address)

Phone Number *

Email Address (required for paperless billing)

BANKING INFORMATION

Financial Institution (Bank or Credit Union) *

Name on Bank Account *

Account Type * ○ Checking ○ Savings

Routing Number (9 digits) *

Bank Account Number *

Confirm Account Number *

OPTIONAL PAPERLESS BILLING

○ Yes - enroll ○ No - keep current preferences

By selecting Yes, I authorize electronic delivery of bills to the email address above. Paperless billing is not required for bank draft enrollment.

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Free Way 2 Pay

Customer Authorization & Signature

CCWD Utility Account Number *

Repeat account number from Page 1.

AUTHORIZATION | Initial each condition and sign below

Initial

1. Authorization
I certify that I am the owner or an authorized signer of the designated bank account. I authorize CCWD to initiate recurring ACH debits to that account for payment of the designated CCWD utility account and authorize my financial institution to debit the account accordingly.

Initial

2. Payment amount and timing
I understand that drafts are scheduled for the bill due date for the total amount due, unless another arrangement is approved by CCWD. Amounts may vary. My utility bill provides advance notice of the scheduled amount and due date, subject to applicable notice requirements.

Initial

3. Existing Auto-Payments
If I am currently enrolled in Auto-Payments, that enrollment will be disabled as part of the transition. I must pay by another accepted method until CCWD confirms that Free Way 2 Pay is active.

Initial

4. Bank verification
CCWD will initiate an ACH prenote before the first live draft. A prenote does not withdraw funds. If verification is unsuccessful or enrollment is not active, I remain responsible for paying my bill by the due date to avoid applicable penalties.

Initial

5. Customer responsibilities
I will maintain sufficient funds, review my bills and promptly notify CCWD of banking changes. Returned drafts remain subject to applicable District rules and fees. A separate payment made close to the draft date may result in both payments being processed.

Initial

6. Cancellation or changes
This authorization remains effective until CCWD receives and processes my cancellation or replacement authorization. I will contact Customer Service to request cancellation and submit a new signed authorization with supporting documents for banking changes. Requests received after ACH processing begins may not take effect until the following billing cycle. I remain responsible for timely payment.

SIGNATURE

Printed Name *

Date (MM/DD/YYYY) *

Authorized Signature *

Sign by hand or use a District-approved electronic signature method. Keep a copy of both pages for your records.