

# Fort Collins-Loveland Water District South Fort Collins Sanitation District



## Automated Payment Instructions

### Automated Payment of Your Bill from Your Bank Account

For the convenience of our utility customers, the Fort Collins-Loveland Water District and South Fort Collins Sanitation District offers an automated payment system. With this system, utility bills are paid directly from your savings or checking account. You avoid the cost and inconvenience of writing a check or paying in person. Utility bills are always paid on time, and you are issued a statement showing the amount to be withdrawn 3 weeks before the funds are transferred.

### Sign Up is as Easy as 1 – 2 – 3

To sign up for the automated payment system:

1. Fill out the authorization agreement. (Please return the original white copy and keep the yellow copy for your records)
2. Include a voided check from your financial institution account from which the utility bill payments will be drawn.
3. Deliver the above by mail, fax, or in person to:

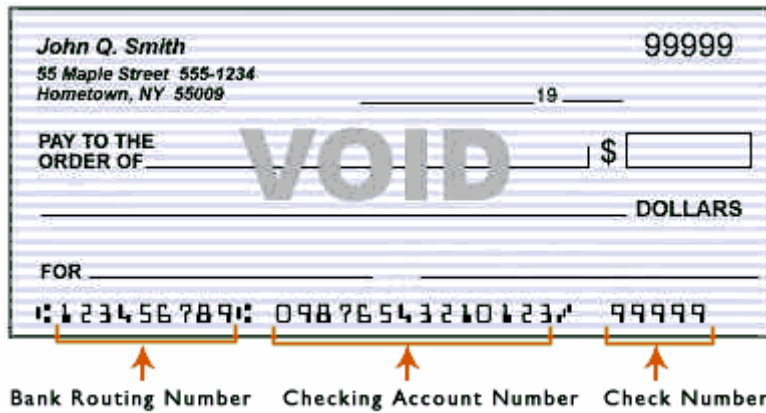
***FORT COLLINS – LOVELAND WATER DISTRICT  
5150 SNEAD DRIVE  
FORT COLLINS, COLORADO 80525***

It can take up to one billing period before any billed amounts are automatically deducted from your account. When the automated payment system is initiated on your account, a note will appear at the top of your payment stub (above the remittance address) stating, “Do Not Pay – Automatic Payment on Due Date” and you will be advised as to what date the payment will be deducted from your financial institution.

(Please note that the automated payment system WILL NOT REMAIN IN EFFECT once the account is closed, the FINAL bill WILL NOT be automatically deducted from your financial institution. Once you’ve been notified of a pending deduction, automatic payments can not be stopped.)

Tip for Completing the Authorization Agreement

- Utility Service Address: This is, most likely, your home address. However, if you have more than one property and want them all on the automated payment system, you must complete a separate agreement for each account. Be sure to include the utility account number for each property.
- Be sure to include a voided check from your account.
- Bank Routing Number = Financial Institution Number



*NEED MORE INFORMATION?*  
Billing (970) 226-3104 ext. 103, or  
Fax (970) 226-0186

Monday – Friday 8:00 am to 4:30 pm