



Calaveras County Water District  
Automatic Utility Billing Payment  
Via ACH Debit

Effective January 2007, CCWD will offer the option to pay your water and wastewater bills via automatic debit to your checking account. There is no charge to the customer for this payment option.

The way it works

With your written authorization, CCWD will debit your checking account for the amount of your outstanding bill on the 15th day of the month following your statement date. For example, if you receive a statement dated the 26th of December, an automatic debit would be processed to deduct the amount of your outstanding bill from your checking account on the 15th of January.

How to sign up

Fill out the enclosed "Automatic Debit Authorization Form" application and return it to the Finance Department at CCWD, as follows:

1. Depository Name: The name of your bank or credit union where you have your checking account.
2. Branch: The branch name and/or street address of your bank.
3. City: The City where your bank is located.
4. State: The State where your bank is located.
5. ZIP: The ZIP code of your bank address.

Items 6 (routing number) and 7 (account number) will be filled in by CCWD. Please attach a voided check from the account you wish to be debited so that we may accurately access this information. You must attach a voided check and not a deposit slip. We cannot process your request without a voided check.

8. Your name (as it appears on your billing statement).
9. Your CCWD account number (as it appears on top right-hand corner of your billing statement).
10. The date of your request.
11. Your authorization signature.

Mail your application to: CCWD ACH Application, P O Box 846, San Andreas, CA 95249

Please allow 30 days for CCWD to process your application. The automatic debit payment feature will remain in effect until you notify CCWD that you wish to rescind your authorization.

How to rescind authorization

If at any time you wish to discontinue the automatic debit payment option, you must notify CCWD in writing at least fifteen (15) days prior to the date of your next automatic deduction. All cancellations must be in writing.

Please Note:

If for any reason your financial institution does not honor your automatic debit (insufficient funds, account closed, etc.), you will be charged a (\$25) twenty-five dollar returned check fee and be required to settle your open account by other means within the time period specified. Late charges apply to all accounts that have not been paid by the 20th of the month following the statement date (see the back of your statement for details).

For additional information, you may call CCWD at 209-754-3543 and choose the "Customer Service" option.