

Public Water Supply District No. 2 of St. Charles County
Phone (636)-561-3737

Service Address
100 Water Drive
O'Fallon MO 63368

Mailing Address
PO BOX 967
O'Fallon MO 63368

Dear Public Water Supply District #2 Customer:

Thank you for your interest in our Auto Draft Program. The Water District is offering an auto draft program as a convenience to our customers who choose to have their monthly water and/or sewer utility bill automatically deducted from their bank account.

The Auto Draft Program has been designed to save you the cost of postage and to free you from the inconvenience of writing monthly checks. The program will also provide you with a record of payment on your bank statement. You will continue to receive your monthly bill through the mail as usual so you may easily track your usage and billing amounts.

Once this program is implemented with your bank, which will take one complete billing cycle before activation, your water and/or sewer bill will show: **"BANK DRAFT DO NOT PAY"** printed below **"AMOUNT DUE"** on the bottom portion of your bill. The Water District will draft the payment for your utility bill from your bank account on the business day preceding the due date of your bill. Please continue paying your bill, until such time you receive a bill with the **"BANK DRAFT DO NOT PAY"** message printed on the bill, then you will know your Auto Draft is activated.

If you should change banks or bank accounts, please initial at the area of the form which states "TO CHANGE/DISCONTINUE CURRENT AUTO DRAFT". If for any reason you should decide to discontinue participation in the Auto Draft Program, please provide written notification to discontinue.

Please be aware that any pending draft returns are subject to return check charges.

In order to participate, the enclosed authorization agreement must be completed and returned to our office with a **VOIDED CHECK** (No Deposit Slip) from the bank and account you wish funds to be drafted from. Once you have the form completed, signed and dated, send the agreement along with a **VOIDED CHECK** directly to:

Public Water Supply District #2
P.O. Box 967
O'Fallon, Missouri 63366

If you have any questions or would like more information, please feel free to telephone us or visit our offices during regular business hours. The Water District's telephone number is 636-561-3737 and/or Fax number 636-625-3712.

Thank you.

