

AUTOMATED CLEARING HOUSE (ACH) PAYMENT PROGRAM



DEPARTMENT OF
PUBLIC WORKS
Water & Sewerage Division

The Calvert County Department of Public Works, Water & Sewerage Division offers a way to digitize your quarterly water and sewer bills through the Automated Clearing House (ACH). The ACH network electronically moves money from your bank account to the Calvert County Department of Public Works, Water & Sewerage Division safely and securely.

When you register for ACH payment deductions, the amount due on your quarterly water and sewer bill is electronically withdrawn from your checking account by the due date indicated on your quarterly bill. All Calvert County Water & Sewerage customers in good standing (with no past due balance) are eligible to register for this option.

HERE'S HOW IT WORKS:

1. Complete the attached ACH Payment Program Form on the following page and either:
 - a. **Mail to*:**
Calvert County Government
Department of Finance & Budget
Attn: Casey Waldron, Confidential
175 Main St.
Prince Frederick, Maryland 20678-2869
 - b. **Email to:**
Casey.Waldron@calvertcountymd.gov
2. Funds will be transferred from your account on the designated date.

To suspend or discontinue ACH enrollment, select the "cancel" option listed on the following page and forward the form to the Finance & Budget Department to the address or email listed above 10 business days before the bill is due.

Should you move or have a change in tenant occupancy on the property, please contact the Water & Sewerage utility billing office at 410-535-1600, ext. 2211 or email WSBilling@calvertcountymd.gov. Rejected ACH charges will be treated the same as non-sufficient fund checks and the \$25 fee will be applied.

**This form should be mailed separately from the quarterly payment.*

AUTOMATED CLEARING HOUSE (ACH) PAYMENT PROGRAM



DEPARTMENT OF
PUBLIC WORKS
Water & Sewerage Division

PLEASE SELECT THE APPROPRIATE OPTION:

- Enroll the account listed below in the ACH Payment Program
- Cancel enrollment of the account listed below in the ACH Payment Program
- Update the information below for existing enrollment in the ACH Payment Program

CUSTOMER INFORMATION

Name on Water & Sewerage Account: _____

Property Service Address (no P.O. boxes): _____

Mailing Address: _____

Water & Sewerage Account #: _____

Daytime Phone Number: _____ Cell Phone Number: _____

BANKING INFORMATION

Name on Checking Account: _____

Name of Financial Institution: _____

Bank Routing Number: _____

Checking Account Number: _____

Customer Signature: _____ Date: _____

WHAT HAPPENS NEXT?

Your automatic payment will begin after we process your request. After your account is updated, a message will be printed on your bill as reminder of the date your payment will be transacted. Please remember to deduct the bill amount from your checkbook balance. Process takes up to 45 days for completion.

If you have any questions, please call the Water & Sewerage utility billing office at 410-535-1600, ext. 2211, or email WSBilling@calvertcountymd.gov.

Please complete the above form and either:

- a. **Mail to:**
Calvert County Government
Department of Finance & Budget
Attn: Casey Waldron, Confidential
175 Main St.
Prince Frederick, Maryland 20678-2869
- b. **Email to:**
Casey.Waldron@calvertcountymd.gov