

# West View Water Authority – Auto Pay Form

## Editable Page Instructions

The form you have selected is an editable Adobe Reader PDF document and the required fields can be filled in by typing. (**Please note:** In order for this form to be accepted, all Signature Fields **MUST** be completed.)

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### Instructions

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1. **FIRST:** complete all necessary fields using Adobe Reader
2. **TYPE:** in your information
3. **PRINT:** the form (you can not save or e-mail the form)
4. **SIGN:** the form
5. **MAIL:** the completed form to:  
West View Water Authority  
Attn: Customer Service  
210 Perry Highway  
Pittsburgh, PA 15229

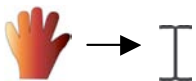
If you have any questions, please contact Customer Service: 412-931-3500

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### Helpful Hints for using Adobe Reader Fill-In forms:



- Use either the hand tool or the scroll bar on right side of browser window to move the page around to view all areas.



- Position the hand pointer inside a form field and click. The hand pointer will change to an I-beam pointer when an editable field exists. Use the I-beam pointer to enter text, or use the arrow pointer to select a check box. If the cursor does not change from a hand pointer, no editable field exists.
- Press **TAB** to accept text entered and to go to the next field, or press **SHIFT+TAB** to accept text entered and return to previous field.
- Clicking the space bar will place or remove a check mark, in addition to just clicking on the box, unless automated.
- **RETURN** takes you down another line in a multi-line field.



## What is Auto Pay?

Auto Pay is an automated bill payment program that allows your water bill payment to be automatically deducted from your designated account

## How does Auto Pay work?

Once you register for the program and provide a voided check or deposit slip, your charges billed from West View Water Authority will be paid automatically from your bank account. If you want to cancel this service or change account information, you must notify West View Water Authority in writing prior to your due date.

## How can you track your bills?

Even though your financial institution manages your payment, you will still receive a West View Water Authority bill at least 10 days before the due date. Payment will be directly deducted from your account on the due date designated on your invoice.

## What are the advantages of Auto Pay?

You will have no more worries about due dates or incurring late charges. Your bills will automatically be paid on the due date. There is no charge per transaction; it's a free service provided to all West View Water Authority customers.

## How do you sign up for Auto Pay?

- Fill out the request form and return it to West View Water Authority.
- Please provide a voided check or a savings deposit slip for our records.
- Return information to :  
West View Water Authority  
Attn: Customer Service  
210 Perry Highway  
Pittsburgh, PA 15229

West View Water Authority is not responsible for any fees your bank may charge you in order to participate in the Auto Pay program.

All charges, terms and conditions are subject to change.

Please contact Customer Service at (412) 931-3500 with all questions regarding the Auto Pay program.



# West View Water Authority

Presents



Offering a convenient and cost effective way to pay your bills

**West View Water Authority**

210 Perry Highway  
Pittsburgh, PA 15229

(412) 931-3500  
(412) 364-1257

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## West View Water Authority - Auto Pay Authorization

Please complete and return this form if you want your West View Water Authority water payments to be automatically deducted from your designated account.

**Mail to:** West View Water Authority  
Attn: Customer Service  
210 Perry Highway  
Pittsburgh, PA 15229



Customer Name *(as it appears on your bill)* \_\_\_\_\_

Service Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Number \_\_\_\_\_

### Financial Institution Information

*(Please provide a voided check or a savings deposit slip for our records.)*

Bank Name \_\_\_\_\_ Bank Telephone Number \_\_\_\_\_

Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Account:  Checking  Savings

Bank Account Number \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

I \_\_\_\_\_ *(please print)* *(account holder)* authorize West View Water Authority to instruct my financial institution to automatically deduct my water bill payments on the bill due date from my designated account. I will notify West View Water Authority in writing if I would like to discontinue this payment service.

Signature *(account holder)* \_\_\_\_\_ Date \_\_\_\_\_

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