

**Tuppers Plains-Chester Water District**  
**39561 Bar 30 Road**  
**Reedsville, OH 45772**

Phone (740) 985-3315  
(800) 686-3747

Fax (740) 985-3320  
Email info@tpc wd.org



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**APPLICATION FOR DIRECT PAYMENT**

**Utility Information:**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Service Address: \_\_\_\_\_ (If different from residence)

Email Address \_\_\_\_\_

**Bank Information:**

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

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

Please Circle:    Checking       Savings

**Customer Agreement:**

I, \_\_\_\_\_, hereby authorize Tuppers Plains-Chester Water District to automatically deduct my monthly utility bill for the above service address electronically from the above bank account. If possible, I have submitted a voided check from the account to assure correct bank information. It is my responsibility to notify the water office at (740) 985-3315 should I wish to discontinue this service. I understand that the ACH payment will be discontinued upon notice of any nonsufficient funds.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Automatic Payments

Tuppers Plains-Chester Water District is pleased to offer automatic payments of water bills to its customers. Banks call it an ACH transaction, which stands for Automatic Clearing House. What does this mean?

It means no matter what bank has your account; you can have your monthly utility bill automatically deducted without having to write a check.

The application will ask for water information such as your account number, which can be found on the stub of the bill. The service address will be the same as your address if you are currently residing in the home. Many people are out of town for much of the year, which requires a different address for mailing purposes.

The application also asks for bank information. Most of this information can be found on the bottom of your check if it is a checking account you wish to use. The routing number (or ABA number) is the 9-digit number that identifies the bank name. It is usually located at the bottom left hand corner of the check. The account number is usually the next group of numbers. This number identifies the account as yours.

It is imperative that these two numbers be correct in order for the ACH transaction to transmit through the Federal Reserve System. Therefore, it is suggested that a **voided check** from the account be attached to the application. The deposit slip will have the required numbers for verification.

The regular monthly bill will still be mailed indicating the amount of the bill. There will be a message on the bill stating the date and amount of the ACH transaction. This will indicate to you that the automatic payment process is working for that bill. If you receive a message of any other kind, the bill will not be automatically paid and you will need to send a check. **Please be sure to read the bill each month.**

Contacting the water office in writing expressing your request can discontinue automatic payment. It can also be discontinued at the discretion of the water office if a payment is returned for nonsufficient funds.

Automatic payment is simple and convenient. We are happy to service our customers in this way. We strive to improve our service and welcome any comments, suggestions, or questions. Thank you.