



**Sheridan Lake Highlands, Inc**  
(SLH)  
**Automatic Bank Draft Program**

Automatic payment from your checking or savings account assures your bill is paid in full and on time every month, even if you are out of town. This convenient, efficient, and cost-effective process is offered by Sheridan Lake Highlands, Inc (SLH).

**How do I begin the process?**

To become an automatic payment customer, two items are required: 1) Complete the Automatic Bank Draft Form on the next page and 2) Send form to:

**Sheridan Lake Highlands, Inc**  
C/O 5310 Ebony Place  
Piedmont, SD 57769

If preferred, forms may also be emailed to [sagewaterworks100@gmail.com](mailto:sagewaterworks100@gmail.com).

The image shows a check form with the following fields and labels:

- Payee: Ms Jane Doe, 123 Main St, Boulder, CO 80301
- Date: \_\_\_\_\_
- Pay to the Order Of: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_ Dollars
- Memo: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Routing Number: 123456789 (labeled "Routing")
- Account Number: 1234567890123 (labeled "Account")
- Check Number: 1001

**When will my payment be withdrawn from my account?**

Please continue to pay your bill as normal until your bill states "Automatic Payment-Processed 20th - 25th of each month". After enrollment in the program, the exact amount of your bill will be withdrawn from your account. Automatic payment dates must correspond with the business days of the financial institutions so a 5-day window is necessary.

**What happens if I have questions about my bill?**

If you have a question about your bill, please email [sagewaterworks100@gmail.com](mailto:sagewaterworks100@gmail.com) or call Marilee, Biller, at 605-431-2006

**What happens if there is not enough money in my account?**

The automatic payment will be presented to your financial institution once for processing. If your financial institution does not pay the automatic payment request because of insufficient funds and returns it to SLH's financial institution, your account will be charged an insufficient funds fee according to the SLH's rate/fee schedule and processed in the same manner as an insufficient funds check.

**How do I cancel my participation?**

If you decide to discontinue participation in the automatic bank draft program, email [sagewaterworks100@gmail.com](mailto:sagewaterworks100@gmail.com), or by calling Marilee at 605-431-2006.



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**Please complete the following information:**

Customer Name: (billing account) \_\_\_\_\_

Water Service Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Bank Name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Checking\*

Savings

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

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

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Sheridan Lake Highlands, Inc (SLH). is authorized to debit my checking or savings account for the water bill and other associated charges as appropriate on or up to 5 days prior to the monthly due date of my account. I have included a voided check for this purpose. I further understand that this authorization is in effect until SLH is notified that I or an authorized person no longer desires this service, allowing SLH reasonable time to act upon my notification. I also understand that if corrections to my account are necessary, they will be reflected on the next billing. I understand that non-payment due to insufficient funds in my account will be processed by my financial institution and SLH in the same manner as an insufficient funds check, and that I may be charged insufficient funds fees by both. I understand that this authorization is non-negotiable and non-transferable.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

*\*person shown on billing account*