



**Pine Cone Estates**  
(PCE)  
**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 Pine Cone Estates (PCE).

**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:

**Pine Cone Estates**  
C/O 5310 Ebony Place  
Piedmont, SD 57769

The image shows a sample of an automatic bank draft form. It includes 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" in red)
- Account Number: 1234567890123 (labeled "Account" in red)
- 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**When will my payment be withdrawn from my account?**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 After enrollment in the program, the exact amount of your bill will be withdrawn from your account.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 PCE's financial institution, your account will be charged an insufficient funds fee according to the PCE'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 \_\_\_\_\_

Name(s) on the Bank Account\* \_\_\_\_\_

Checking ☐

Savings ☐

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

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

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Pine Cone Estates (PCE) 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 on a recurring basis. I further understand that this authorization is in effect until PCE is notified that I or an authorized person no longer desires this service, allowing PCE 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 PCE 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. The effective date of this authorization is commensurate with the signature date.

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

*\*person shown on bank account*