

Automatic Bank Draft Program (ACH)

Convenient • Secure • Reliable Monthly Payments

Automatic payments 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 service is offered through your water system and administered by Sage Water Works, Inc.

Getting Started

Complete the authorization form and submit it securely through our website or mail it to:

Sage Water Works, Inc.
5310 Ebony Place
Piedmont, SD 57769

Use the sample check below to locate your routing and account numbers. A voided check is not required.

Payment Processing Continue paying normally until your bill indicates *Auto draft- Do Not Pay* . Drafts occur up to 5 days prior to the due date if necessary due to holidays/weekends.	Questions? Email: sww@sagewaterworks.com Phone: 605-431-2006 (Marilee Sage, Biller)
Insufficient Funds If your financial institution returns an automatic payment due to insufficient funds, fees will be charged to your account in accordance with your water system's current rate and fee schedule. Your financial institution may also assess additional fees in accordance with its policies.	Cancellation of ACH Program Contact Sage Water Works, Inc. and allow reasonable amount time before the next scheduled draft.

Locate Your Banking Information

Ms Jane Doe
123 Main St
Boulder, CO 80301

Date _____

Pay to the Order Of _____ \$ _____

_____ Dollars

Memo _____ Signature _____

123456789 1234567890123 1001

Routing **Account**