



## **Calvert County's Water & Sewer ACH Payment Option Program**

Calvert County's Water & Sewer division has a new ACH option. It is a convenient and time saving way to pay your water and sewer bill quarterly .

It works by deducting the amount of your water and sewer bill directly from your checking account each quarter. Every quarter on your bill you will receive a message reminding you of the date your payment will be withdrawn from your checking account. This program will save you from writing a check, buying stamps or a trip to the Treasurer's Office to pay your bill in person. All Calvert County Water & Sewer customers in good standing are eligible to sign up for this program.

### Here is how it works:

- Finance & Budget will enter your information in our secure system.
- On your quarterly water and sewer bill a reminder message will be printed with the date your payment will be withdrawn from your bank account at which time your payment will be credited to your Water & Sewer account.
- If you need to suspend or discontinue your ACH payment, please fill out the form below and check the Cancel box and send to the Finance Department **ten business days before the bill is due**. You can then pay your bill by check or cash.
- Please notify us if you move or have a new tenant move into your property.
- Rejected charges will be treated as bounced check and you will incur a \$25 rejected ACH fee.
- If you have any questions, please call Jennifer Pettko, 410-535-1600 ext. 2211.

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**Do not send via e-mail as the completed form may contain confidential information about you. Calvert County cannot guarantee the security of information sent through e-mail.**

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**Calvert County's Water and Sewer Enrollment and Change Form for  
Automatic Charge to Bank Account**

- [ ] Please enroll me in the automatic charge program.
- [ ] Please cancel my enrollment in the automatic charge program.
- [ ] Please update my existing automatic charge information.

Name on Water & Sewer Account: \_\_\_\_\_

Property Service Address: \_\_\_\_\_

(no PO Boxes) \_\_\_\_\_

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

Water & Sewer Account #: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name on Checking Account: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

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

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

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*Please attach voided check\*\****

Your automatic payment will begin after we process your request. After your account is updated, a message will be printed on your bill as a reminder of the date your payment will be transacted. Please remember to deduct the bill amount from your checkbook balance.

-If you have any questions, please call Jennifer Pettko, 410-535-1600 ext. 2211.

Please mail this form and your voided check to: Calvert County Government

175 Main Street

**\*\*Please do not include this form  
with your payment\*\***

Prince Frederick, Maryland 20678-2869

Attn: Rachel Griffith

Confidential

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