



## BIG SKY COUNTY WATER & SEWER DISTRICT No. 363

PO BOX 160670 • 561 LITTLE COYOTE RD • BIG SKY, MT 59716 • 406-995-2660 • FAX 406-995-3053 • Email - wsdbills@3rivers.net

To: Water & Sewer District Customers

From: Terry M. Smith, Financial Officer

Subject: Paying Quarterly User Fees Via Bank Draft

The Big Sky County Water & Sewer District can accommodate customers who would like to pay their quarterly user fees via bank draft from their bank account. **This free service to our users** can begin anytime, and as quickly as the next quarterly billing. The District bills quarterly in arrears, sending statement in January, April, July and October for the previous three months. Bank drafts will be executed approximately two weeks after the billing date (Quarter End).

In order to set up this payment program, which debits your bank checking account, we will need your signed authorization and banking details. Please complete this form letter by providing all necessary banking information, attaching a voided check from the applicable account, listing your customer account number, and signing on the signature line. If you would like to be notified approximately one week prior to the charge to your account, we can e-mail you if you also provide your e-mail address. **Once you have completed this form letter, please return it to the Big Sky Water & Sewer District, PO Box 160670, Big Sky, MT 59716,** and we will set up this payment program.

The information you provide will not be used for any other purpose, and access to this information will not be given to any other individual or business.

I authorize the Big Sky County Water & Sewer District No. 363 to charge my bank account listed below, on a calendar quarterly basis, for my water and sewer user charges for the customer account indicated.

Water & Sewer District Customer Account No.: \_\_\_\_\_

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

Bank Routing & Transit No.: \_\_\_\_\_

My Personal Bank Account No.: \_\_\_\_\_

*(Please include a voided check from the account to be drafted when you return this statement.)*

Signature \_\_\_\_\_ Telephone #: \_\_\_\_\_

Please notify me by e-mail in advance of bank draft charges.

My E-MAIL ADDRESS is: \_\_\_\_\_