

## ***City of Seminole Automated Bill Payment Information***

Your Seminole Water Office is offering you a more convenient way to pay your water bill. It is called Automated Bill Payment (ABP). ABP allows you to pay your bill by electronically drafting your statement amount from your designated checking account on the 10<sup>th</sup> of each month. You no longer have to worry about having to write checks, buy postage or your payment being lost. It is the easiest and most convenient way to pay your monthly bill!

- You will still receive a statement just like you always have. They are mailed by the 25<sup>th</sup> of each month so you have plenty of time to call in if there is a problem with your statement.
- If the draft date of the 10<sup>th</sup> falls on a Saturday or Sunday, the draft will occur on the following Monday. Never before the 10<sup>th</sup>.
- It takes 2 months for the draft to take effect. The first month (the 10<sup>th</sup> after you sign up), the bank will run a security check to ensure we have everything set up correctly. If everything is set up correctly, then the second month (the second 10<sup>th</sup> after you sign up) your draft will actually come out of your account. You will need to manually pay the first bill after you sign up.
- If you need to stop or change your draft information, you will need to do so ***on or before the 1<sup>st</sup> of the month*** to allow us and the bank time to process the request. You will also need to make those changes in person at the water office.
- Your statement will show 'PD BY DRAFT' in the box labeled ***After the 10<sup>th</sup>***.