



MT. ZION WATER SYSTEM

PO BOX 283  
SIMSBORO, LA 71275  
(318)245-9627

MTZIONWATER@OUTLOOK.COM

### **AUTOPAY INFORMATION**

- 1) Bills are sent out every month before the 25<sup>th</sup> of the month, if you have not received your bill by the first of the month, call the office for your balance.
- 2) Autopay is submitted as close to the 10<sup>th</sup> as possible, usually between the 5<sup>th</sup> and the 10<sup>th</sup>, occasionally between the 1<sup>st</sup> and 5<sup>th</sup> depending on the day of the week it is submitted.
- 3) To cancel autopay, you must mail us a letter with all account information on it to be removed from autopay. It can take up to a month to go into effect.
- 4) The name on the bill account must also be on the bank account that it will be withdrawn from, otherwise it will be returned.
- 5) We must have a copy of a state issued ID/Driver's License on file for authorization to withdraw your bill amount via autopay.
- 6) Any autopay that is returned unpaid will have an additional \$25 fee added to their account. If unpaid after 10 days, your service may be cut off until it is paid.

