

# Still Writing Checks?



Ephrata Borough's  
Automatic Bill Payment Plan  
is fast and easy!

- \* save time
- \* save postage
- \* avoid late fees
- \* write fewer checks

### How it works:

You will continue to receive a monthly bill that will say "Auto Pay". The total amount due will be deducted from your selected bank account on the utility bill due date, and will be applied to your Borough Utility Account.

The Borough has no sign-up fees or transaction fees for automatic bill payment. The Borough has no access to your bank account other than the information you give to us when we sign you up, your privacy is protected.

### To Enroll:

Simply send a voided check or savings deposit slip with the completed authorization form along with your next bill payment or mail separately to:

Ephrata Borough  
124 South State Street  
Ephrata, PA 17522

Please allow approximately six weeks for your Automatic Bill Payment to begin. Your enrollment has begun when you see the words "Auto Pay" in the amount enclosed block. Please call Tracy at 738-9202, Ext. 127, or email us at [custserv@ephrataboro.org](mailto:custserv@ephrataboro.org) with questions or concerns.

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(please print information)

Name \_\_\_\_\_ Account # \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of financial institution \_\_\_\_\_  
Name as it appears on your bank account \_\_\_\_\_  
Checking / Savings (please circle one) Bank Account Number \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize the financial institution named above to accept the transfer instructions and to deduct from my checking/savings account the amount due to Ephrata Borough to pay my utility bill. I understand that this authority will remain in effect until I notify the Borough. I also understand that the Borough or the financial institution has the right to terminate this payment plan with proper notification. Furthermore, I understand that I am responsible for any payments not made due to insufficient funds or closed accounts.