

Township of Mahwah

Mahwah Water Department
475 Corporate Drive P.O. Box 733
Mahwah, NJ 07430

Elizabeth Villano, CTC
Tax and Utility Collector

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201-529-5757 Ext.228

Dear Customer,

Per Resolution # 390-18, the Mahwah Water/Sewer Department can now offer an ACH bank draft program (direct withdrawal). This service assures your payment will be received in a timely manner, as well as, providing a safe and secure way to pay the utility bill.

Quarterly Utility Payments as billed will be debited from your CHECKING or SAVINGS account on or about the 15th day of the payment cycle. We cannot draft from an equity accounts. You may enroll at any time, **PROVIDED A COMPLETED AUTHORIZATION FORM IS RECEIVED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED DRAFT DATES.** Cancellation of such transactions shall be in writing and submitted to the Water Department Office 30 days in advance of the cancellation per NJ Administrative Code.

Please be aware that there will be a \$20.00 fee if an automatic withdrawal is returned due to insufficient funds or the account number given on the application is incorrect. We will not resubmit for payment. Your account will be charged back the \$ 20.00 NSF fee and you will have to send in your payment made payable to the Mahwah Water Department.

If you would like to enroll in this program, please **complete the entire authorization** form on the back of this letter. Be sure to **attach a voided check.** Incomplete applications will delay enrollment.

Also, if your account number changes or you change banks you are responsible for getting that information to us 2 weeks prior to the withdrawal.

TENANTS: Please be aware that we will not refund overpayments –contact the owner for reimbursement.

Please direct any questions or concerns you may have to our office at 201-529-5757 Ext. 221 and 222.

Very truly yours,

Liz Villano
Tax and Utility Collector