

**PLEASE MAKE A COPY OF THIS COMPLETED
FORM FOR YOUR PERSONAL FILES**

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Santa Clarita Water Division
Castaic Lake Water Agency
P.O. Box 903
Santa Clarita, CA 91380-9003

Account Number _____ - ____

I (we) hereby authorize Castaic Lake Water Agency (CLWA) to initiate debit entries to my (our) { } Checking Account or { } Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called Depository, and to debit the same to such account. I (we) acknowledge that if a debit is rejected due to insufficient funds or any other reason, I (we) will be charged a returned check charge and CLWA may choose to revoke the option of using ACH Debits as a payment method. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository/Bank Name
Name _____ Branch _____
City _____ State _____ Zip _____
Routing Number _____ Account Number _____

This authorization is to remain in full force and effect until CLWA has received written notification from me (or either of us) of its termination in such manner as to afford CLWA and Depository a reasonable opportunity to act on it.

Name(s) _____ Date _____
(Please Print)
Address _____ City _____ Zip _____
Phone Number _____ (Daytime) _____ (Evening)
Signature _____ Signature _____

(Please attach voided check here)

Please use this portion if you wish to cancel Direct Debit:

Please cancel Direct Debit as of: _____ Account Number _____
(date)

Name: _____ Service Address: _____
Signature _____ Signature _____

SANTA CLARITA WATER/CASTAIC LAKE WATER AGENCY

PAYMENT OPTIONS

We accept payments by mail of either check or money order. We also accept cash, checks or money orders at our walk-up counter between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday and alternating Fridays 7:30 to 4:30 p.m. excluding holidays. Our office is closed every other Friday, starting Friday, November 10, 2008. We also have a night drop for payments by check or money order after normal office hours.

On-line payments are also accepted. If you are currently paying any of your bills on-line, all you need to do is add our payment address, (listed below), along with your 10 digit account number to your bill paying service. Add us to your list the same way you added your other bills. If you are not set up for on-line banking but are interested in this method, you should call your bank or credit union and ask them to assist you in setting it up. Customers who decide to use the on-line payment method have the convenience of not having to write a check and mailing it. You save time and the cost of postage. Please be aware it takes from two to five days, depending on your bank, for your payment to get to us when using on line banking.

We also offer Direct Payments (ACH DEBITS). This method allows your payment to be automatically taken out of your checking or savings account. The amount due would be automatically debited from your checking or savings account approximately 10 days after receiving your monthly bill. This method saves you time and postage and also avoids late payments. If you choose to select this method, complete the form on the reverse side of this letter and return it to us with a voided check. We will continue to send your monthly billing statement. Your account will be debited the total amount due on the last business day before the due date on your regular monthly bill.

Online or Mail payment address:

Santa Clarita Water Division
P.O. Box 51115
Los Angeles, CA 90051-5415

For all other correspondence:

Santa Clarita Water Division
P.O. Box 903
Santa Clarita, CA 91380-9003

Walk-in payment address:

Santa Clarita Water Division
26521 Summit Circle
Santa Clarita, CA 91350

Customer Service Department

Santa Clarita Water Division
Castaic Lake Water Agency