



Lehigh County Authority

1053 Spruce Street * P.O. Box 3348 * Allentown, PA 18106-0348
(610)398-2503 * FAX (610)398-8413 * Email: service@lehighcountyauthority.org

WATER & SEWER AUTO PAY PLAN Plan Information

AutoPay Plan Overview:

Lehigh County Authority (LCA) now offers water and sewer customers the opportunity to pay your bills via a debit to a bank account under our automatic debit plan – LCA’s Water & Sewer AutoPay Plan. If you enroll in this plan, the amount due on your water and/or sewer bill will be deducted automatically from your checking or savings account on the due date, and your payments will be transferred electronically to LCA. An enrollment form accompanies this notice, along with some important information (below) for you to review and keep.

Privacy Notice:

Under LCA’s AutoPay Plan, your bank account information is strictly protected and is not available to LCA after the initial enrollment process.

How it Works:

After you are enrolled in the AutoPay Plan, we will mail a detailed bill for your records approximately three weeks prior to the due date, but mailing a payment will no longer be necessary. When this payment option is in effect, you will see “AutoPay” printed on your bill as a reminder that you don’t need to send any payment in to LCA.

Note: You must continue to mail in your payment until “AutoPay” appears on your water and/or sewer bill!

How to Enroll:

If you are interested in enrolling in LCA’s AutoPay Plan, please read the plan provisions below, then complete the accompanying Enrollment Form and mail it back to us at:

Lehigh County Authority
P.O. Box 3210
Allentown, PA 18106-0210

LCA AutoPay Plan Provisions

Record of Payment: The amount and date of your automatic transfer will be shown on your bank statement. This is your proof of payment.

Availability of Funds: You are responsible for having enough money in the account you selected on the payment date. An insufficient fund charge will be added to your LCA account should your transfer be returned due to insufficient funds. In addition, your AutoPay Plan service will be cancelled if two payments are returned for any reason in a 12-month period.

Final Payment: If you are participating in this payment option when your account is to be closed, your final bill must be paid by mailing your final amount due to LCA.

Payment Date: Payment of the amount due will be transferred from your account on the due date listed

on your water or sewer bill. You will receive your bill approximately 3 weeks prior to the payment date. Bills will be issued for your personal record-keeping only.

Termination: This authorization will remain in effect until your service has been terminated. You may also terminate this authorization via verbal or written notice to LCA. Cancellation will occur seven days after such notice is received.

Account/Address Change: Please notify LCA of any bank account or address changes as soon as possible to avoid missed payments.



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WATER & SEWER AUTOPAY PLAN Enrollment Form

- Please read the Plan Information that accompanies this form and call Lehigh County Authority (LCA) at 610-398-1444 if you have any questions prior to enrolling in the AutoPay Plan.
- Complete the form below and mail it back to LCA at Lehigh County Authority, P.O. Box 3210, Allentown, PA 18106-0210. If you prefer, you may mail this form in with your next water or sewer bill payment; however, enrollment in the AutoPay Plan won't go into effect until the next billing period, so payment must be included if you send this form in with your bill.
- All information must be completed or this form will be returned to you. Please print clearly.
- If you are using a checking account for your AutoPay deductions, please remember to include a blank check marked "VOID" along with this form.
- If you are using a savings account for your AutoPay deductions, please contact your bank to obtain an "ABA Routing Number" and include on this form with your account number.

LCA Account Type: Water Sewer Both Water & Sewer

Name _____ LCA Account # _____
(as it appears on your bill)

Address _____

City _____ State _____ ZIP _____ Phone # _____

Name of Depositor (if different from customer) _____

Name of Financial Institution _____

Checking Account – Please sign below and enclose a blank check marked "VOID."

Note: Are you using a credit union account for your AutoPay deductions? If so, please contact your credit union and ask for an account number in "A.C.H. format" for automatic debits and write it here: _____

Savings Account (no passbook accounts) – Please provide account info and sign below.

Account Number _____

ABA Routing
Number _____
(9 digit number obtained from your financial institution)

I hereby authorize my financial institution to charge the account I have specified in the amount of my Lehigh County Authority (LCA) water and/or sewer bill and send that amount to LCA. I agree that each charge to my account shall be the same as if I had signed a check to pay my bill. This authority will remain in effect until I notify LCA otherwise. If I change the account or financial institution specified, I will provide verbal or written authorization of such to LCA. I understand that LCA and the financial institution reserve the right to terminate my participation in this payment plan. I understand and agree that LCA is not liable for erroneous bill statements or incorrect debits to my account, except that should an error occur, LCA will be responsible to correct it once I notify them of the error.

Signature _____ Date _____