



## Calvert County Department of Public Works Water & Sewer Division Automated Clearing House (ACH) Payment Program

The Calvert County Department of Public Works, Water & Sewer Division now offers a new way to digitize your quarterly water and sewer bills through the Automated Clearing House (ACH). The ACH network electronically moves money from your bank account to us safely and securely.

When you register for ACH payment deductions, the amount due on your quarterly water and sewer bill is electronically withdrawn from your checking account by the due date indicated on your quarterly bill saving you time and money. All Calvert County Water & Sewer customers in good standing (with no past due balance) are eligible to register for this option.

### Here's How it Works:

1. Complete the ACH Payment Program Form below and mail\* to:

Calvert County Government  
Attn: Rachel Griffith  
175 Main St.  
Prince Frederick, Maryland 20678-2869

2. Funds are transferred from your account on the designated date.

To suspend or discontinue ACH enrollment, select the "cancel" option listed below and forward to the Finance & Budget Department to the address above **10 business days before the bill is due.**

Should you move or have a change in tenant occupancy on the property, please contact the Water & Sewer utility billing office at 410-535-1600, ext. 2211 or email [WSBilling@calvertcountymd.gov](mailto:WSBilling@calvertcountymd.gov). Rejected ACH charges will be treated the same as non-sufficient fund checks and the \$25 fee will be applied.

*\*This form should be mailed separately from the quarterly payment.*

**DO NOT SEND COMPLETED FORM VIA EMAIL. CALVERT COUNTY GOVERNMENT DOES NOT GUARANTEE THE SECURITY OF CONFIDENTIAL INFORMATION SENT VIA EMAIL.**

**Please select the appropriate option:**

- Enroll the account listed below in the ACH Payment Program
- Cancel enrollment of the account listed below in the ACH Payment Program
- Update the information below for existing enrollment in the ACH Payment Program

**Customer Information**

Name on Water & Sewer Account: \_\_\_\_\_  
Property Service Address (no PO boxes): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Water & Sewer Account #: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Banking Information**

Name on Checking Account: \_\_\_\_\_  
Name of Financial Institution: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Checking Account Number: \_\_\_\_\_  
Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*Please attach voided check\*\****

Your automatic payment will begin after we process your request. After your account is updated, a message will be printed on your bill as a reminder of the date your payment will be transacted. Please remember to deduct the bill amount from your checkbook balance.

If you have any questions, please call the Water & Sewer utility billing office at 410-535-1600, ext. 2211 or email [WSBilling@calvertcountymd.gov](mailto:WSBilling@calvertcountymd.gov).

Please mail this form and a voided check to:

**Calvert County Government  
Attn: Rachel Griffith, Confidential  
175 Main St.  
Prince Frederick, Maryland 20678-2869**

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