

What is ZipCheck and how does it work?

ZipCheck is an electronic program that connects your bank account to your water bill. The program automatically pays your water bill every month from your account. Once you sign-up for ZipCheck, you'll never have to write checks or buy money orders again.

How easy is it to pay your water bill with ZipCheck?

Once you sign up for ZipCheck, paying your water bill will take no time at all. Your water bill will automatically be deducted from your bank account. You'll never have to worry about when to pay your water bill, even if you forget, or you are on vacation, ZipCheck will remember for you!

How much does it cost to pay your water bill with ZipCheck?

ZipCheck is FREE! There are no sign-up fees, and no charge per transaction. In fact, if you currently pay your bills by mail, you'll save money on postage. Not to mention the checking fees you could save by using fewer checks.

How do I know ZipCheck has taken effect?

After we check your account information and the billing date, ZipCheck should be active in three business days or less.

How do you cancel ZipCheck?

With ZipCheck, you're always in charge! You can cancel at any time, simply call **215-686-6959**, or **write to: Water Revenue Bureau Settlement Audit Unit, 1401 JFK Blvd., Room 300, Philadelphia, PA 19102-1663.**

Will I still receive a bill in the mail even though I'm signed up for ZipCheck?

Yes! We'll send a bill to you approximately ten days before we withdraw the money from your account. That way you'll know the amount that is to be deducted from your account, and when it will be deducted. If you have any questions and/or concerns about your bill, you will have plenty of time to have them addressed before the payment is deducted.

How do I sign up for ZipCheck?

You must mail in the ZipCheck Payment Authorization form. See the other side for instructions and complete the payment authorization form.

Sign up in a ZIP!

Follow these instructions to sign up:

1. Write your water account number(s) here →
2. Complete the payment authorization form below
3. Attached a "Voided" check to your form
4. Mail completed information to:

My Water Account Number(s)



Water Revenue Bureau Settlement Audit Unit
1401 JFK Boulevard, Room 300
Philadelphia, PA 19102-1663

Please keep paying your water bill until you are notified that ZipCheck has started.

Questions about ZipCheck? Call 215-686-6959

Need to **cancel** ZipCheck? Call 215-686-6959 or write to the address above.

ZipCheck Payment Authorization

Name (please print as shown on bill) _____

Service Address _____ **Phone** _____

City _____ **State** _____ **Zip** _____

I allow the City of Philadelphia to instruct my banking institution to pay my water/sewer bill from the account listed below. I understand I can stop this authorization at any time by calling or writing to the Water Revenue Bureau.

Financial Institution _____

Bank Account Number _____

Account type: Checking Account Savings Account

SIGNATURE _____ **DATE** _____

 **DID YOU ENCLOSE YOUR VOIDED CHECK?**