



8930 N Government Way Hayden, Idaho 83835

Dear City of Hayden Sewer Customer:

The City of Hayden is pleased to announce that a PAP (Pre-Authorized Payment) Plan is now available. When you are on PAP, bill paying is easy and convenient because your payments are automatically deducted from your bank account when the payment is due. You save the cost of postage and checks, and you can relax knowing your bill is paid, even when you're away on vacation or business.

The City of Hayden will still send you your bi-monthly bill as usual. **Your payment will be deducted from your checking account, either monthly or bi-monthly, depending on the option you have chosen, and paid to the City of Hayden on the 15<sup>th</sup> of the month.** If the 15<sup>th</sup> falls on a weekend or bank holiday, the payment will be processed the next business day. You don't have to do a thing!

It's easy to join the PAP plan. Simply complete and sign the attached authorization form and return to the City of Hayden Finance Department. **Please note: a voided check is required.** If you change banks or bank accounts, you will need to fill out and sign a new authorization form and provide a voided check for the new account.

You may stop your PAP plan at any time by notifying the City of Hayden in writing, requesting to be removed from the PAP plan. The City must receive your written request to cancel at least 5 working days before the next scheduled payment. If your request is received after that time, enrollment will be cancelled for the next scheduled payment.

If a payment is returned by your bank because of insufficient funds, a "returned check charge" will be assessed. The amount of the sewer payment and the returned check charge will be added back to your sewer account. The bill may then be considered delinquent, and may have late fees assessed. If the City of Hayden receives two insufficient funds notices from your bank within a twelve-month period, your participation in the PAP plan will be cancelled.

If you have any questions or need more information, please call the Finance Department at 208-209-2017 or 208-209-2014. We look forward to hearing from you!

Sincerely,

City of Hayden Finance Department

***The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.***