

DEAR NEW RESIDENT OF WYOMISSING BOROUGH:

1. The Borough of Wyomissing offers billing by way of email. To sign up to receive your bills thru email, you will need to provide an accurate email address to the Borough of Wyomissing. Please CLEARLY PRINT your email address on page 2 of this letter, on the appropriate line. **As a new resident, if you need to know your account number - please feel free to call 610-376-7481 and ask for Carol in the Water Department.**
2. To have your utility bills paid automatically through a checking or savings account, by way of what is called an **ACH – Direct Debit Payment**, please fill out the information on page 2 of this letter and return it at least 1 week prior to the billing date of your next billing. The Borough of Wyomissing will **automatically** withdraw the amount of your utility bill from the account of your choice, as your way of making payment for your utility bill. **IF YOU SIGN UP FOR THE ACH – Direct Debit Payment – there is NO CHARGE for this transaction** which will occur on the 20th of the month following your billing date - giving you time to review your bill for accuracy:

<u>BILL DATE</u>	<u>PAYMENT DATE</u>
December 31	January 20
March 31	April 20
June 30	July 20
September 30	October 20

Below is a listing of the previously established payment formats, which are:

1. **By Mail** – by sending your payment AND remittance stub to: Borough of Wyomissing, **PO Box 13, Ithaca NY 14851-0013**
2. **In Person** – by bringing your payment AND remittance stub to: Wyomissing Borough Hall, 22 Reading Blvd., Wyomissing, PA
3. **On-Line** – by using the Borough of Wyomissing website and paying the prevailing convenience fee for the transaction. If you are **emailed your bill**, there is a convenient link that takes you directly to our website, however it is NOT a requirement to pay online, **if you receive your bill by email. You may still pay with any of the listed methods.**
4. **Bill Payment Service** – Using your bank’s bill payment service. **Please allow 7 business days for your bank to process and mail payment** to: Borough of Wyomissing, **PO Box 13, Ithaca, NY 14851-0013**. You must properly identify your payment using your CORRECT account number on the check.
5. **By Phone** – Using your Credit Card, with an additional convenience fee of 3% added to your payment amount

PLEASE CONTACT: Carol Gensemer by telephone at 610-376-7481, or via email address: cgensemer@wyomissingboro.org, with any questions.

Yours truly,

Carol A. Gensemer
Borough of Wyomissing
Bureau of Water

TO SIGN UP FOR EMAIL BILLING OR ACH PAYMENTS, PLEASE FILL IN THE APPROPRIATE INFORMATION AND RETURN THIS PAGE TO:

**Borough of Wyomissing
Attn: Bureau of Water
22 Reading Blvd.
Wyomissing, PA 19610**

1. FOR EMAIL BILLING, PLEASE PROVIDE INFORMATION BELOW:

Account # _____ Customer Name _____

EMAIL ADDRESS: _____
(Please PRINT Clearly)

2. FOR ACH – DIRECT DEBIT PAYMENTS, PLEASE PROVIDE INFORMATION NEEDED BELOW:

YOU MUST INCLUDE ONE OF THE FOLLOWING:

A VOIDED CHECK – showing your bank’s routing number and your **CHECKING** account number. WE CANNOT ACCEPT A DEPOSIT SLIP FOR CHECKING ACCOUNTS.

OR

A BLANK COPY OF YOUR SAVINGS ACCOUNT DEPOSIT SLIP, showing your bank’s routing number and your **SAVINGS** account number...SAVINGS DEPOSIT SLIPS ONLY. WE CANNOT ACCEPT A DEPOSIT SLIP FOR CHECKING ACCOUNTS.

Customer’s Account Number: _____

Property Location: _____

Customer’s Name: _____