



# ST. LUCIE WEST SERVICES DISTRICT

## Payment Options

St. Lucie West Services District “SLWSD” would like to inform you of the different payment options available to you for paying your utilities (water, sewer, irrigation) monthly bills.

### 1) AUTOMATIC BANK DRAFT

All you need to do is complete the Automatic Bank Draft form and submit a voided check to authorize SLWSD to process future payments via automatic bank drafts.

**This option is very popular because:**

- You will never have to write another check or worry about the due date each month
- You will avoid possible data entry errors when paying online with credit cards or e-checking
- Automatic bank drafts have no processing cost to SLWSD nor to the Customer
- You will never be late nor receive a penalty fee for being late
- You will receive a paper bill or email (to receive emails see below \*)
  - The bill will say “**Bank Draft Only – Do Not Pay**”
- Automatic bank drafts are processed and sent to the bank for processing on the due date
  - Note: the due date is 20 days after the bill date

**To sign up please complete and send an Automatic Bank Draft form with a voided check to:**

**Email:** [customerservice@slwzd.org](mailto:customerservice@slwzd.org) (Subject: Automatic Bank Draft)

**Mail:** St. Lucie West Services District  
450 SW Utility Dr.  
Port St. Lucie, FL 34986

**Fax:** (772) 871-5771

### 2) ONLINE PAYMENT ON SLWSD UTILITIES PAYMENT SYSTEM

- Go online to: [www.slwzd.org](http://www.slwzd.org)
  - Register and begin to pay directly onto your utilities account through SLWSD
  - See the many options you have from:
    - paying your bills to viewing your billing & consumption history
    - saving your credit card account number and bank (e-checking) account number
- NOTE:** You must be careful when entering account numbers to avoid your bank from returning your payment due to (i.e. “No Acct Found”)

### 3) MAIL/FED-EX OR DROP OFF IN PERSON

- US Postal Service “USPS” or FedEx w (check or money order)
- In Person (check, money order, Visa, MasterCard, Discover)
- Drop Boxes (1) is located outside the gate on the street, (1) by the entrance stairs and (1) in the lobby.

### 4) ONLINE PAYMENT ON PERSONAL BANK SYSTEM

- If you choose this option please be aware that SLWSD does not accept bank to bank online banking. Your bank would still cut a paper check to mail your payment through the USPS.
- To avoid delays! SIGN UP FOR E-BILLING to receive your bills in an email the next day the bills are generated. This gives you more time to process your payment through your personal bank.

**Important!** Payments received after 4:00pm on the due date are considered late and a late fee of 10% will be automatically added to those utilities accounts. A late notice is generated and mailed to those customers. Interruption of services may occur thereafter if payment is not received within the dates on the late notice.

**If you have any questions regarding any of the above options do not hesitate to contact a Customer Service Representative at (772) 340-0220.**

\*EMAILS: to receive emails instead of paper sign up for e-billing (contact Customer Service for details)