



62 West Plaza Drive • Highlands Ranch, CO • 80126

Dear Water Customer:

The Metro Districts of Highlands Ranch are pleased to announce the introduction of a new program that allows you to pay your water and wastewater bills without having to write a check, pay postage or worry about late bill notices and charges.

Our new pre-authorized electronic transfer system is an easy way to cross one more task off your "to do" list. You can authorize the Metro Districts to automatically deduct your water bill payment from your checking or savings account on the due date. Simply complete the authorization agreement on the reverse side and return it to the Metro Districts.

You will receive a confirmation letter after you sign up for this service. Our staff will perform a preliminary test on the bank account prior to an actual billing and subsequent withdrawal. There will be no initial set-up charge, however any subsequent changes will incur fees to offset the banks' pass-through charges to the Metro Districts. If you select the pre-authorized electronic transfer option, your billing notices will indicate the amount to be charged to your account and will specify **Do Not Pay**. The corresponding debit to your account will occur on the actual due date of your bill. Any problems with your water or wastewater bill should be reported to the Customer Service Department prior to the billing due date to resolve the problem prior to the withdrawal date.

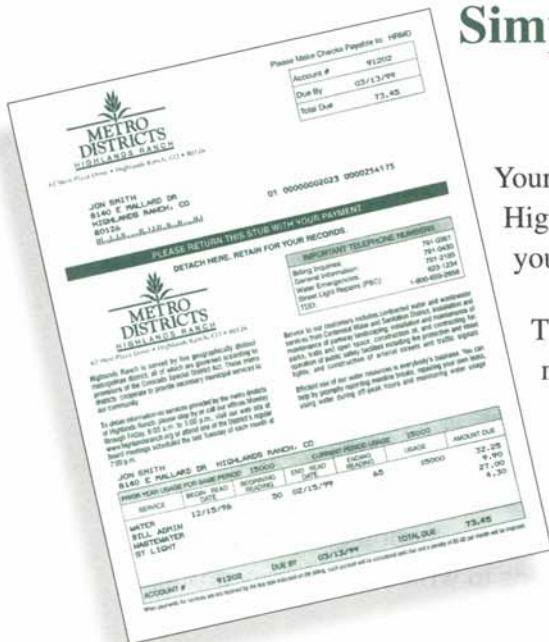
As always, if you have questions regarding your billing or this new program, please call the Metro Districts' Customer Service staff. We are happy to address your payment questions and concerns.

Sincerely,

A handwritten signature in cursive script that reads "Terry Nolan". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Terry Nolan  
General Manager

# Simplify Your Life!



Your life is getting busier and busier. Here at the Metro Districts of Highlands Ranch, we understand that you're looking for ways to simplify your life and we want to help.

The Metro Districts now offer pre-authorized payments of your bi-monthly water bill through electronic transfers.

To enroll, please read the information on the reverse side, then complete and sign the authorization form and return to:

**The Metro Districts of Highlands Ranch**  
 Attn: Customer Service  
 62 W. Plaza Drive  
 Highlands Ranch, CO 80126

If you have questions, please call the Metro Districts Customer Service Division at **303-791-0361**.

Be sure to include an original voided check or savings account deposit slip. Please see reverse side for program details before completing this information.

Customer Name: \_\_\_\_\_

Metro Districts' Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_  Checking  Savings

Customer Signature: \_\_\_\_\_