

Auto Pay Authorization

Auto Pay allows Lakeside County Water and Sewer District (LCWSD) to withdraw the amount due on the due date of the current billing from your checking or savings account. Your account must be at a zero balance when setting up Auto Pay. An Auto Pay message prints on your bank statement.

- Auto Pay cannot be used for a one time automatic withdrawal.
- You may not make payment arrangements when using Auto Pay.
- Auto Pay can be removed at anytime per your signed authorization.
- Closing bills will not be set up for Auto Pay. Closing bills will need to be paid by check or cash.
- Auto Pay will be removed from the account when withdrawals from the bank are rejected, and the account will be charged a penalty.
- Any change in bank information requires a new authorization form to be submitted.

To establish Auto Pay on an account with LCWSD you must provide the following:

1. **Return completed and signed Authorization Form to:**

Lakeside County Water & Sewer District
253 Bierney Creek Rd.
Lakeside, Mt 59922
Office phone: (406) 844-3881
Fax: (406) 844-3996

2. **Provide a voided check** on the bank account the payments are to be drawn from. (The savings routing number and account number if withdrawals are to come from a savings account).

Starting New Service

New Property Owners:

A request must be made to our billing department stating you are the buyer of the property. The request must identify the property by the service address. The closing agent, seller, or buyer may submit this request by:

Office phone: (406) 844-3881

Fax: (406) 844-3996

Email: deewebb@lcwsd.net

Mail: 253 Bierney Creek Rd. Lakeside, Mt 59922

The following information is needed:

1. The closing date or start date for which service is to be transferred;
2. The seller's name and forwarding address (if known);
3. The buyer's name, mailing address and phone number (if known).

New Renters:

The **owner or property manager** can call our billing department to start service. You can speak to one of our customer service representatives at (406) 844-3881.

The District discourages the billing of renters or lessees for water and/or sewer services. Property owners are the legal (per Montana Code Annotated) “customers” of the District as public system water and sewer services are considered part of the infrastructure of the buildings on the property. (Unlike phone, power and natural gas services.) However, billing renters sometimes is accepted by the District (for out-of-country owners for example). The District’s billing department can make those accommodations if necessary.

The same information is needed as listed above.

Closing Your Account

Sellers:

If you are the seller, a request must be made to our billing department stating you are the seller of the property. The request must identify the property by service address. The closing agent, seller or buyer may submit this request by one of the methods listed below:

Renters:

If you are a renter and the account is in your name and you are receiving the billing statements, you can simply call our billing department at 406-844-3881 to speak to a customer service representative.

Office phone: (406) 844-3881

Fax: (406-844-3996)

Email: deewebb@lcwsd.net

Mail: 253 Bierney Creek Rd. Lakeside, Mt 59922

The following information is needed for the request:

1. The closing date or start date for which service is to be transferred;
2. The seller's name and forwarding address (if known);
3. The buyer's name, mailing address and phone number (if known).

Make A Payment

Payment Methods

- Payments can be mailed to our District Office at 253 Bierney Creek Rd. Lakeside, MT 59922.
- Customers can sign up for Auto Pay. Auto Pay will deduct the exact amount of your bill on your due date monthly.
- Customers can also stop by our District Office at 253 Bierney Creek Rd. Lakeside, MT 59922. If it is after hours, we have a mail slot in the front door.