Charleston Water System
103 St. Philip Street (29403)
(843) 727-6800
www.charlestonwater.com

AUTO DRAFT REQUEST FORM

Signing Up for Auto Draft

- **Complete the information below and return to the Customer Service Department**
- **Allow 7 Business Days for Auto Draft to become Active**
- **Continue to pay your bill until you receive a bill with an Electronic Draft Notice**
- **Please direct questions to the Customer Service Department at 843.727.6800**

Type of Request

- ☐ New Enrollment
- ☐ Modify Current Auto Draft
- ☐ Delete Auto Draft

Customer Account Information

Name on Charleston Water System Account:

Charleston Water System Account Number:

Service Address:

Zip Code: **Phone Number:**

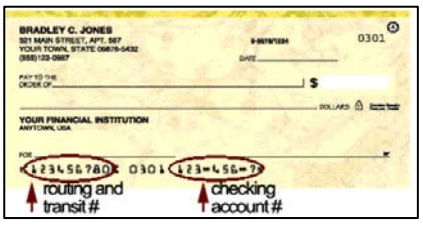
Bank Information

Bank Account Number:

Bank Routing Number:

Bank Name:

Where to find your Bank & Routing Numbers:



Note: The sample shown is only one of several check versions. Your bank is the best source of information regarding the bank identification code (routing/transit number) and account number.

Directions for Submission:

1. Once the form has been completed, it can be submitted via email, fax or at one of our offices
2. To submit via email, save a copy of the form on your computer and email to customerservice@charlestoncpw.com
3. To fax or drop off the form at one of our office locations, print and fax to 843.579.6639 or drop off at:
   103 St. Philip Street, 29403 or 6296 Rivers Ave., 29405