

Putnam Public Service District  
 Mailing: PO Box 860, Scott Depot, WV 25560  
 Physical: 136 Carls Lane, Scott Depot, WV 25560  
 Phone: 304-757-6551  
 Fax: 304-757-6558  
 Website: [www.putnampsd.com](http://www.putnampsd.com)  
 Email: [customerservice@putnampsd.com](mailto:customerservice@putnampsd.com)  
 Updated 9/18/23



## PAYMENT OPTIONS

Putnam Public Service District offers several different payment options:

- Pay your bill on-line, any time, with your credit/debit card by visiting [www.putnampsd.com](http://www.putnampsd.com), or call the Business Office during regular business hours (Monday-Friday, 8:00 to 4:00) to make your payment by phone. You **must** have your Putnam PSD account number and the last name of the person whose name is on the account/or the name of the business listed on the account. A processing fee applies to each credit/debit transaction and eCheck.
- Check/money order payments with the payment stub may be dropped into either of our two Drop Boxes located at our Business Office at 136 Carls Lane, Scott Depot, WV 25560.
- Mail check/money order payments to: Putnam PSD, PO Box 860, Scott Depot, WV 25560.
- Our Business Office accepts payments by cash, money order, check, and debit/credit card during regular business hours, Drive-thru 8:00 to 4:00, Lobby 10:00 to 4:00.
- Sign up for automatic withdrawal from a checking/savings account. **There are no service fees associated with automatic withdrawal.** Fill out the form below, attach a voided check, and return the form and voided check to our office. Call the Business Office to learn the schedule of when your automatic payment will be posted to your Putnam PSD water/sewer account.

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### Automatic Withdrawal Form

I authorize Putnam Public Service District and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify Putnam PSD *in writing* to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution and Putnam PSD three (3) days before my account is to be charged. Putnam PSD reserves the right to cancel the automatic withdrawal after two payments are returned to our office for any reason.

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Customer Name (Please Print) Customer Mailing Address (Please Print)

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Best Contact Telephone Number Customer SS# Putnam PSD Account #

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Name of Financial Institution Branch

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City State Zip Code

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Signature Date

Bank Account No: \_\_\_\_\_  Checking  Savings **Financial Institution Routing Number:** \_\_\_\_\_

You must attach a **VOIDED CHECK** from the checking account you wish to use before we can start the process; or verification of bank account/routing numbers on financial institution letterhead. **Your withdrawal date will be based on the "billing cycle" of your PPSD utility account and will be charged on the date below or the next business day should the date fall on a weekend or a holiday.**    Cycle 3 – 5<sup>th</sup>    Cycle 4 - 10<sup>th</sup>    Cycle 1 - 15<sup>th</sup>    Cycle 5 - 25<sup>th</sup>