

**PAYMENT METHODS:** (failure to receive bill does not waive past due penalty)

**Mail:** Send check with payment stub to:  
SCHUYLKILL COUNTY MUNICIPAL AUTHORITY, PO BOX 960, POTTSVILLE PA 17901

**In Person:** SCMA Office, 221 South Centre Street, Pottsville PA 17901  
OPEN MONDAY THRU FRIDAY 8:00 AM UNTIL 4:00 PM (EXCEPT HOLIDAYS)  
Pay by cash, check, money order, or credit card  
(VISA, MasterCard, Discover, or American Express) (No Service Fee).

**Drop Off:** SCMA Office after-hours drop box located on wall to left of front door on Centre Street.  
Please use a marked envelope & include the payment stub.

**PERFERRED METHOD OF PAYMENT**

**Auto Pay:** Sign up to have your payment automatically deducted from your checking account on the due date or last business day before payment due date. To enroll, fill out the form below and deliver or mail to SCMA. No service fee, never late with payment, and over 2,000 customers enrolled.

**Pay Online:** Residents use credit card or e-check from bank account. (\$2.50 service fee-\$500 limit per CC transaction)  
Commercial, Industrial, and Public customer use credit card or e-check from bank account  
(2.75% service fee on credit card transactions no limit) (\$2.50 service fee e-check transactions no limit)

**Telephone**

**Bill Pay:** Call 1-888-387-9451 residents use credit card or e-check (\$2.50 service fee-\$500 limit per CC Trans)

**SCMA NOW OFFERS ELECTRONIC BILLING.** Fill out the form below and deliver or mail to SCMA office.

**IMPORTANT INFORMATION**

Water & Sewer bills are only issued to Property Owners. SCMA does not bill tenants.  
Vacant properties are issued a Water & Sewer bill **unless the water meter is physically removed from the property.**  
Account is considered paid when payment is received in the SCMA Office. SCMA is not responsible for mail service.  
\$25.00 charge is applied to customer's account for checks/ACH returned from a bank for any reason.

**DELINQUENT ACCOUNTS**

Avoid the late charge- Pay the amount due no later than the due date to avoid a 10% penalty assessed on the current water & sewer charge.  
SCMA physically posts a water shutoff notice on a delinquent property prior to terminating water service.  
\$25.00 charge is applied to the customer's account for properties posted with a shutoff notice.  
\$50.00 charge is applied to customer's account to have the water turned off or turned back on.

**Enrollment Form (CHECK ONE OR BOTH)**  
**AUTO PAY \_\_\_\_\_ E-BILLING \_\_\_\_\_**

Please complete and return this form to have SCMA payments automatically deducted from your designated bank account. This service will start with your next bill.

Name \_\_\_\_\_ SCMA Account No(s) \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Bank Name \_\_\_\_\_ Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Acct # \_\_\_\_\_

I (we) \_\_\_\_\_ authorize Schuylkill County Municipal Authority to instruct my financial institution to automatically deduct my utility payment(s), on the bill due date or last business day before the due date, from my designated account. I will notify SCMA if I would like to discontinue this service or if my information changes.

Signature \_\_\_\_\_