



# Oak Park Water Service Third Party Billing Authorization Form

Third Party Billing is a new service offered by the Oak Park Water Service to its customers who intend to pay their bills in a timely manner, but may occasionally get overwhelmed running a household. Its purpose is to help these individuals avoid the distress of water shutoff for unintentional nonpayment by designating a third party—usually a friend, family member, or caregiver—as a backup payee to the Oak Park Water Service customer. Should a past due notice be mailed to the customer, a duplicate is mailed to the designated backup. This lets the third party designee know there is a past due situation, and enables him or her to assist the customer in meeting the payment deadline shown on the past due notice. **This program does not extend the time provided for payment.**

If you feel you could benefit from this program, please complete (type or print clearly) and return the form below. Please note that your signature, and the signature of your designee, are required.

## YOUR AUTHORIZATION

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Mailing Address (if different) \_\_\_\_\_

Your Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, hereby designate \_\_\_\_\_ as  
Your Name Third Party Designee

third party designee for my Oak Park Water Service account. I understand that this program does not extend the time provided for payment.

\_\_\_\_\_  
Your Signature Date

## THIRD PARTY DESIGNEE AGREEMENT

Third Party Designee Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to act as a third party designee  
Third Party Designee Name

for \_\_\_\_\_ . I understand that I will receive a  
Oak Park Water Customer

duplicate past due notice for this customer’s account so that I may assist in getting it paid; however, I am under no obligation to pay the customer’s Oak Park Water Service bills.

\_\_\_\_\_  
Third Party Designee Signature Date

**Return to:** Oak Park Water Service, 1001 Partridge Drive, Suite 150, Ventura, California 93003-0704  
Phone: 1-800-613-0901 E-Mail: OPWater@vrsd.com