



AUTOMATIC DIRECT DEBIT

With this option, your utility bill can be automatically deducted from your checking account. You can now enjoy the convenience of paying your utility bill without writing checks or buying stamps!

- Provide us with a **voided check** for the corresponding checking account. **Please note:** Deposit slips cannot be accepted as a substitute for a voided check.
- **Read** the information below and **complete** the enrollment form below;
- Indicate if you would like to contribute a monthly, fixed amount to the **Round-up For Bikeways** program, which is a dedicated funding source for Blacksburg’s bike lanes and trails. This contribution will appear as a miscellaneous charge on your utility bill.
- Mail the enrollment form, with the voided check, to the Town of Blacksburg, P.O. Box 90003, Blacksburg, VA 24062 or bring to the Town of Blacksburg Municipal Building at 300 South Main Street. If you choose to mail these items, you may send them with your utility bill payment. Please allow thirty (30) days for the Direct Debit Payment Option to become effective. Payments returned to the Town of Blacksburg by your bank or financial institution may be charged a \$35.00 return fee in addition to the original transaction amount and any fees your bank may charge.

Once the payment option becomes effective, you will see **“BANK DRAFT”** printed on your utility bill. **Please continue to pay your bill by the due date until this statement appears on your bill.** When you see this “Bank Draft” printed on your utility bill, the total amount due will be automatically deducted from your checking account **on your due date** (or the first business day thereafter). The Town of Blacksburg does not charge for this service. You will continue to receive your bill for your records.

**TOWN OF BLACKSBURG DIRECT DEBIT ENROLLMENT FORM**

I hereby authorize the Town of Blacksburg to automatically debit my checking account on my due date. This authorization applies to the account shown on the enclosed **voided check**. I understand that the Town of Blacksburg reserves the right, upon written notification, to terminate my participation in this payment option. My participation in this payment option is subject to Town of Blacksburg approval. I understand and agree that the Town of Blacksburg is not liable for erroneous bill statements or incorrect debits to my account, except in the event an error in the bill statement occurs, the Town of Blacksburg will be responsible for the correction when and if the Town of Blacksburg receives notice from me of this error.

**ADDITIONAL INFORMATION**

This enrollment form authorizes the Town of Blacksburg to automatically debit your checking account. Your payments will be debited from your checking account on your due date (or the next business day). This authorization applies to the account shown on your **voided check**.

Your participation in this payment option is subject to the Town of Blacksburg’s approval. The Town of Blacksburg reserves the right, upon written notification, to terminate your participation in this payment option. You understand and agree that the Town of Blacksburg is not liable for erroneous bill statements or incorrect debits to your account, except in the event an error in the bill statement occurs. The will be responsible for the correction when and if we receive notice from you of this error.

Check with your financial institution to determine if any additional charges for such a debit will apply to your account and ask how descriptions of automatic debits will be noted on your statement.

If the transaction is refused by your financial institution for any reason, including insufficient funds, closed account or unauthorized account, the Town of Blacksburg will not be able to process your payment. Your utility account may be subject to an additional charge if your payment is rejected, reversed or refused by your financial institution.

If you intend to dispute charges on your bill or choose to deactivate this payment option, please contact your Town of Blacksburg Utility Services Office at the number indicated on your bill. Any adjustment made to your current utility bill will be applied to your next bill.

You must call (540-443-1060, Monday through Friday, 8:00am – 5:00pm) to update financial institution information if your financial institution and/or checking account number change. Also, you will need to provide a new **voided check** for our files. The Town of Blacksburg may terminate this option at any time, as authorized by applicable law.

→ **ALL INFORMATION MUST BE COMPLETED OR THE ENROLLMENT FORM WILL BE RETURNED** ←

**Please print your name and service address as shown on Town of Blacksburg utility bill:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Service Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Round Up for Bikeways: \$ \_\_\_\_\_ (Please indicate a specific amount. This is a voluntary monthly donation)

Utility Account #: \_\_\_\_\_ – \_\_\_\_\_

*Please mail this form with your voided check to: Town of Blacksburg, P.O. Box 90003, Blacksburg, VA 24062*