

Dear Town of Blacksburg Customer:

We would like to introduce to you the Town of Blacksburg's **Automatic Direct Debit Payment Option**. With this option your accounts receivable bill can be automatically deducted from your checking account. You can now enjoy the convenience of paying your accounts receivable bill without writing checks or buying stamps!

At the Town of Blacksburg we are constantly striving to meet our customers needs. We want you to experience how convenient and cost-effective this payment option can be for you. It's easy as 1-2-3:

- 1- Provide us with a voided check for the corresponding checking account:
- 2- **Read** the information on the reverse side and **complete** the enrollment form below:
- 3- Mail the enrollment form with a voided check to the Town of Blacksburg, PO box 90003, Blacksburg, VA 24062 or bring them to the Town of Blacksburg Municipal Building at 300 South Main Street.

When this payment option becomes effective you will see the statement **"BANK DRAFT"** printed on your real estate tax statement. When you see this statement on your bill, the total amount due will be **automatically** deducted from your checking account on the **1st day of June for the June 5th payment and the 1st day of December for the December 5th payment**. The Town of Blacksburg will not charge you for this service. You will continue to receive your bill for your records.

We have designed this payment option to make it as easy and convenient as possible for you. The sooner you return the enrollment form below, the sooner you can enjoy the convenience of automatic payments. Drop your signed enrollment form and deposit slip in the mail today or bring them to the Town of Blacksburg Municipal Building.

Detach Here

Town of Blacksburg Direct Debit Enrollment Form

I hereby authorize the Town of Blacksburg to automatically debit my checking account on the 1st day of June for my June 5 tax payment and the 1st day of December for my December 5th payment. The authorization applies to the account shown on the enclosed voided check and any future account that I may designate by notifying the Town of Blacksburg. I understand 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 of an error of the bill statement occurs the Town of Blacksburg will be responsible for the correction when and if the Town of Blacksburg receives notification from me of this error.

All Information Must Be Completed Or The Enrollment Form Will Be Returned.

Please print your name and address as shown on the Town of Blacksburg Bill:

Name	Address
Authorized Signature	Date

Tax Account Number: - _____ **COUNTY ID NUMBER** _____

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

Additional Information

This completed enrollment for authorizes the Town of Blacksburg to automatically debit your checking account. Your payments will be debited from your checking account on the 1st day of the month. If the first (1st) day falls on a Saturday, Sunday, or holiday, the debit will occur on the following business day. This authorization applies to the account shown on your voided check and any future account that you may designate by notifying the Town of Blacksburg.

Your participation in this payment option is subject to the Town of Blacksburg's approval. You understand that 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 statement of incorrect debits to your account, except in the event that 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 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 Finance Department at the number indicated on your bill.

You must call (540) 961-1105, Monday through Friday 8:00 am – 5:00 pm to update financial institution information if your financial institution and/or checking account number ever change. Also, you will need to provide a voided check for our files.

The Town of Blacksburg may terminate this option at any time as authorized by applicable law.