



TOWN OF BRIDGEWATER, VIRGINIA DIRECT UTILITY PAYMENT AUTHORIZATION AGREEMENT

The Town of Bridgewater offers direct payment of utility bills (water, sewer, refuse and stormwater). This service will automatically deduct utility payments from your financial institution. You may participate in this service by completing and signing this authorization form. Your participation will be subject to the following conditions:

1. You agree that any payment not honored by your bank will result in fees and/or penalties. A returned payment fee of \$25 will be assessed as well as a penalty on any balance due as of the due date.
2. You agree that you are responsible for notifying us of any reason that may prevent a payment from being honored, such as a change in your financial institution or non-sufficient funds. You must notify us at least five (5) days before payment is processed so that we can cancel the automated payment.
3. You will not be allowed to continue using this service if more than one deduction is not honored.
4. You must notify us at least five (5) days before payment is processed if you wish to revoke this agreement.
5. You agree that it is your responsibility to monitor your monthly utility bill for unexplained fluctuations, potentially indicating a leak. High usage bills will still be automatically deducted unless you notify us in the manner above.
6. Payments will be processed on or after the 12th of every month.

I have read and understand my rights and obligations as outlined above. I authorize my financial institution, _____ to accept payment requests for my utility charges and deduct them from my account.

Customer Name (print) _____

Daytime Phone # _____

Email _____

Signature _____ Date _____

Utility Account Number _____ Service Address _____

You must attach a voided check showing the routing and account number for the bank account. Once one payment has successfully processed the Town will destroy the voided check.

Checking Savings

Routing Number _____ Account Number _____

New Agreement

Termination

Change