

Automatic Bank Draft

WHAT IS IT?

The Pittsylvania County Public Works is pleased to offer you the availability to pay your bill by Automatic Bank Draft. With this service, your water and/or sewer payment will be automatically deducted from your bank account when due. You no longer have to worry about writing a check, traveling to make a payment at our office or having a lost or late payment.

HOW DOES IT WORK?

Upon completion of the authorization agreement, we will notify your financial institution that you wish to have your water and/or sewer payment drafted directly from your checking or savings account. Each month we will notify your financial institution of the amount to be drafted from your account. Your financial institution will then draft this amount from your account and forward it to the PCPW.

HOW WILL I KNOW WHAT AMOUNT WILL DRAFTED FROM MY ACCOUNT?

You will continue to receive your regular utility bill every other month showing consumption and charges so that you will know the amount that will be drafted from your account.

WHAT IF I HAVE MORE THAN ONE SERVICE LOCATION?

We can accommodate this, however, you will need to complete a separate authorization agreement for each service location.

WHAT IF I DO NOT HAVE SUFFICIENT FUNDS IN MY ACCOUNT TO COVER THE NECESSARY CHARGES?

An insufficient funds draft will be treated the same as a returned check and will incur the same fees. You will be notified by telephone to pay the outstanding amount immediately. If payment is not made immediately, the outstanding amount is added back to the account and you will be subject to termination of services for non-payment. You will also be responsible for any returned item fees, penalties, and related late fees. After two returned debits for insufficient funds or a closed account, you will be removed from the automatic draft program and must pay your account with cash only.

HOW WILL I KNOW THAT MY FINANCIAL INSTITUTION PAID MY BILL?

The paid draft will appear as a line item on your bank statement

WHAT IF I CHANGE FINANCIAL INSTITUTIONS?

If you should change your financial institution or create a new account, you must contact our office as soon as possible so that records can be updated. It will be necessary to complete a new authorization form with the new account number and financial institution information and provide a voided check from the new account.

HOW CAN I CANCEL THE AUTOMATIC DRAFT?

You must notify our office in writing by mail, fax or email as soon as possible to ensure the pre-authorized debit can be stopped before the next scheduled billing cycle. This will typically require ten (10) days advance notice before your next bill is due.

You can participate in this service by completing and signing this authorization form, attaching a voided check or a statement from your financial institution showing the routing and account number and returning this information to our office (address listed above). Your account balance must be current before this authorization will be processed

Authorization Agreement

Your participation will be subject to the following conditions, **PLEASE READ CAREFULLY**:

1. You agree that you will be responsible for and pay any fees, penalties, or other charges for any payments not honored by your bank, regardless of the reason.
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 account or a lack of funds in your account. **You must notify us at least ten (10) business days before payment is due so that we can cancel the automated payment.**
3. If you have two or more drafts not honored for “Insufficient Funds”, you will be removed from the automatic draft program and your account will be flagged “Cash Only”.
4. You must provide **written** notification to PCSA **at least 10 business days before payment is due** if you wish to terminate this authorization. If you terminate this authorization prior to the due date for a current bill, payment of the account balance must be received prior to the due date in order to avoid a late charge and possible service disconnection. You will need to complete a new authorization to reinstate the automatic draft.
5. It is your responsibility to verify that your financial institution has stopped the draft after you have notified PCSA and provided us reasonable time to terminate the automatic draft.
6. All payments will be deducted on or around the 10th of every other month.
7. You will need to pay any current bill due by conventional means (cash, check, money order, and credit or debit card) prior to initiating automatic draft.
8. Should you move from the address that this authorization is established for, your final bill must be paid through conventional means (cash, check, money order, and credit or debit card.)
9. You understand and agree that your utility charges and resulting account debit may change based on the level of consumption or rate changes, which may be updated periodically.

I authorize the Pittsylvania County Public Works to automatically deduct payment from the account specified below for payment of utility services and any related charges incurred at my service address.

I have read and understand my rights and obligations as outlined in this agreement.

Customer Name _____ PCPW Account Number _____

Service Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Email Address _____

Financial Account Holder Name _____

(if different from the name on your PCPW account)

Bank Name _____

Routing Number _____ Account Number _____

Signature _____ Date _____

You must attach a check marked “VOID” showing the Routing and Account Number information for the bank account from which you wish us to deduct your payment.

BUSINESS SAVVY. PEOPLE FRIENDLY.

publicworks@pittgov.org

pcsa.co