



Bedford County Public Service Authority

AUTOMATIC DEBIT PAYMENT AUTHORIZATION FORM

The Bedford County Public Service Authority bills customers for water and sewer service every other month. You may continue to pay your utility bill as you normally do, or you may choose to use our new Automatic Debit Payment service. The Automatic Debit Payment service will automatically deduct your utility payments from your bank account like a mortgage or car payment, thus saving you the need to send utility payments by mail or making utility payments in person.

If you agree to use the Automatic Debit Payment, we will deduct the amount of each utility bill from the bank account you specify. Every other month, we will send you a notice of the amount due and the date that the amount will be deducted.

You can participate in the Automatic Debit Payment service program by completing, signing this authorization form, attaching a voided check and mailing this information to our Customer Service Department.

Your participation will be subject to the following conditions:

- 1 - You agree that any payment not honored by your bank may result in fees, penalties, or other charges.
- 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 bank or a lack of funds in your account. You must notify us at least seven (7) business days before payment is due so that we can cancel the automated payment.
- 3 - You will not be permitted to continue using the service if more than one deduction is not honored.
- 4 - You must notify us at least seven (7) business days before payment is due if you wish to revoke this authorization. If you revoke 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 delinquent account charge.
- 5 - Your account balance must be current before this authorization will be processed. You must file a separate authorization form for each location for which you receive a utility bill.

Authorization for Automatic Debit Payment Service

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

I authorize my financial institution, _____
to accept payment requests for my utility charges and to deduct them from my account.

Customer Name (print): _____

Daytime Phone #: _____

Signature: _____ Date: _____

Utility Account Number to which payment will be applied: _____ - _____

Utility Service Address: _____

You must attach a voided check showing the Routing and Account Number information for the bank account from which you wish us to deduct your utility payment. A deposit ticket can be attached only if it shows the same information as the check.

Please indicate: Checking Account ____ or Savings Account ____

Return the completed and signed authorization to:
Bedford County Public Service Authority
Customer Service Department
1723 Falling Creek Road
Bedford, Va 24523