



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 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!

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 as easy as 1-2-3-4:

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. 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.
4. Mail the enrollment form, with the voided check, to the Town of Blacksburg, P.O. Box 90003, Blacksburg, VA 24062 or bring them 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) to sixty (60) 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.

When this payment option becomes effective, you will see the statement **“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 statement on your utility bill, the total amount due will be **automatically** deducted from your checking account **twenty (20) days after your bill date.** 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 utility bill payment. Drop your signed enrollment form and voided check in the mail today or bring them to the Town of Blacksburg Municipal Building at 300 South Main Street.

TOWN OF BLACKSBURG DIRECT DEBIT ENROLLMENT FORM

I hereby authorize the Town of Blacksburg to automatically debit my checking account twenty (20) days after my bill date. This 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 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.

ALL INFORMATION MUST BE COMPLETED OR THE ENROLLMENT FORM WILL BE RETURNED.

Please print your name and service location as shown on Town of Blacksburg Utility Bill:

NAME _____ PHONE # _____

ADDRESS _____

AUTHORIZED SIGNATURE _____ DATE _____

ROUND-UP FOR BIKEWAYS: \$ _____ (Please indicate a specific amount. This is a voluntary monthly contribution)

UTILITY ACCOUNT NUMBER: _____ --- _____

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

ADDITIONAL INFORMATION

This completed enrollment form authorizes the Town of Blacksburg to automatically debit your checking account. Your payments will be debited from your checking account twenty (20) calendar days after your bill date. If the twentieth (20th) day falls on a Saturday, Sunday or holiday, the debit will occur on the last business day prior to the weekend or holiday. The date of your bill is indicated on your utility payment page. 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 statements or incorrect debits to your 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 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) 961-1119, 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.