



City of Staunton-UPO  
PO Box 58, Staunton, VA 24402

## **NEW Utility Bill Payment Option AUTOMATIC BANK DRAFT**

*The City of Staunton is pleased to announce that customers can now sign up to pay their utility bills through automatic bank draft to have funds electronically drafted from their bank account!*

To sign up for the automatic payment service please complete the Automatic Bank Draft Authorization form and attach an original voided check, deposit slip, or letter from your bank.

Completed forms can be mailed to the address above or dropped off at the utility payment office desk in City Hall at 116 West Beverley Street. Forms may also be dropped off at the public works administration office at 1911 Craigmont Road.

Customers must continue to utilize normal payment methods until the bill contains the message:

**\*\*DO NOT PAY – THIS BILL IS SETUP TO AUTOPAY ON THE DUE DATE\*\***

The funds will be automatically deducted from your bank account on the due date.

### **PLEASE NOTE**

*If your bank rejects the utility payment draft for any reason, you will be required to pay the amount due plus a \$20 returned check fee by cash or money order.*

*Water service is subject to disconnection for returned payments, and additional fees will apply if service is disconnected.*

*Two or more returned checks may result in the city terminating the automatic payment agreement.*

*The automatic payment service can be cancelled at any time with written notice given no less than five (5) business days before the scheduled due date.*

If you have questions or if you need to make any changes or report any problems with your payment, please contact the utility payments office at 540-332-3701 or finance at 540-332-3948.



MAIL TO: City of Staunton-UPO  
PO Box 58, Staunton, VA 24402  
DROP OFF: CITY HALL UPO Desk

## AUTOMATIC BANK DRAFT AUTHORIZATION

Name on Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_ Customer Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I hereby authorize the City of Staunton, hereinafter referred to as the City, to automatically draft my bank account for specified utility charges incurred at my service address. I understand that a \$20.00 returned item charge shall be assessed by the City for each returned item, regardless of the reason for the return. Two or more returned items may result in termination of this agreement by the city and removal from the Automatic Payment Program. In addition, I agree that water service may be subject to disconnection if payments are returned by the bank. If disconnected, I agree to pay all balances plus reconnection fee prior to restoration of service.

**\*\*The utility bill balance due will be drafted from your bank account on the due date.\*\***

Bank Name: \_\_\_\_\_ Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Type (select one):  Checking  Savings

*Attach a voided check (if checking account) or a deposit slip (if savings account) HERE*

This authorization is to remain in full force and effect until the City has received written notification to cancel this agreement no less than **five (5) business days** prior to the due date. The City retains the right to remove a customer from the Automatic Payment Program for just cause.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Office Use:** Date Processed: \_\_\_\_\_ Next Bill Date: \_\_\_\_\_ EFT Code: \_\_\_ Bank Code: \_\_\_\_\_

Entered by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_