

What is Automatic Bank Draft?

It's a pre-authorized payment plan that allows water/sewer utility bill payments to be automatically withdrawn from your checking account. No stamps to buy, no checks to write, no late fee!

How does it work?

The County notifies your financial institution that you wish to have your monthly water/sewer utility payments withdrawn automatically from your account. The amount of your bill will be deducted from the designated account automatically on the 4th of each month. You will still receive your monthly bill, but for information purposes only.

How much does the service cost?

It's absolutely free.

What if I change my mind?

You may cancel the pre-authorized payment at any time. Utility Dept. must receive a written notification to cancel prior to the 15th of the month to stop the automatic withdrawal for the next month.

How do I sign up?

Complete the form in this brochure and return it, with a copy of a voided check, to the Utility Department.

Botetourt County Utility Department

rev. 03/13

**Botetourt County
Utility Department**
30 West Back Street #4
Fincastle, VA 24090



Automatic Bank Draft

(ABD)

the most convenient
way to pay your
Water/Sewer Utility Bills

a free service offered by the
Botetourt County
Utility Department

AGREEMENT FOR PRE-AUTHORIZED PAYMENTS

How ABD Works ...

I (we) hereby authorize the Botetourt County Utility Department to initiate debit entries for payment of the full amount of water/sewer bills in the name of _____

Account # _____ to the checking account at the Financial Institution indicated below, and to debit said account the 4th of each month, effective _____

FINANCIAL INSTITUTION INFORMATION

BANK NAME _____
BANK ADDRESS _____

CITY _____ STATE _____ ZIP _____

ROUTING NUMBER _____
ACCOUNT # _____
Please check one:
 Personal checking
 Business checking

****IMPORTANT** Please attach a copy of a voided check.**

This authorization is to remain in full force and effect until the Botetourt County Utility Department has received written notification of its termination from the within named account holder (s) by the 15th of the month. Authorizations received after the 15th of the month will take effect the following month.

I (we) understand and agree that I (we) will be responsible for and will pay a returned item fee of \$35.00, which will be assessed, for each debit that is returned to Botetourt County as a "returned item." All information will be held in the strictest confidence.

SIGNATURE _____ SSN# _____ DATE _____
SIGNATURE _____ SSN# _____ DATE _____
ADDRESS _____ TOWN _____ ZIP _____
PHONE _____

Submit this form and copy of a voided check to the Utility Department.

Call 473-8316 for assistance or additional information

- ❖ The pre-authorized payment plan will work with almost any bank or financial institution
- ❖ The amount of your water/sewer bill will be deducted on the 4th of each month.
- ❖ If the 4th falls on a bank holiday or a weekend, your account will be debited on the next business day.
- ❖ Your bank statement serves as your confirmation of payment. No other receipt of payment will be sent.
- ❖ Each month you will receive your usual water/sewer utility bill for the current month's charges, but for informational purposes only.
- ❖ If you do not have sufficient funds in your account to cover the draft, the County will treat this as a "return item" in the same manner as a check that has been returned for insufficient funds. A \$35.00 fee would be charged in addition to any fees your bank may charge you.
- ❖ After two returned drafts, this account would be removed from the plan.
- ❖ You may cancel the pre-authorized water/sewer utility payment at any time. However we must have your notification in writing prior to the 15th of the month to ensure stopping the pre-authorized draft for the following month.