



Campbell County Utilities and Service Authority

Automatic Payment Authorization Form

The Campbell County Utilities and Service Authority presently bills customers' bi-monthly (every other month). You may continue to pay your water/ and or sewer bill as you normally do, or you may choose our new Automatic Payment Service (APS). The APS will automatically deduct your water/ and or sewer payments from your bank account like any other payment (car or mortgage) you may have. This service is only available for active accounts. Should you move from the address that this authorization is established for, your FINAL BILL must be paid through conventional means, for example, cash, check or money order.

If you agree to use the APS, we will deduct the amount of each water/and or sewer bill from the bank account you specify. You will continue to receive your water/and or sewer bill with a statement of ***DO NOT PAY*PAID BY BANK DRAFT***.

You can participate in the APS program by completing and signing this authorization form, attaching a voided check and returning this information to our Customer Service Department.

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

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 ten (10) 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 ten (10) 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 late charge.
5. Your account balance must be current before this authorization will be processed. **You must file a separate authorization form for each service address for which you receive a utility bill.**
6. **All payments will be deducted on the 15th or the next business day of the month in which you receive your bill.**
7. You will need to pay any current bill due. Your next bill will be automatically deducted.

Authorization for Automatic 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: _____.

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

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 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 completed and signed authorization form to:

Campbell County Utilities and Service Authority
Customer Service Department
20644 Timberlake Road, Lynchburg, VA 24502
434-239-8654