



**COUNTY OF HENRICO, VIRGINIA
DIRECT UTILITY PAYMENT AUTHORIZATION FORM**

The Henrico Department of Public Utilities 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 Direct Utility Payment service. The Direct Utility Payment service will automatically deduct 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 Direct Utility Payment service, we will deduct the amount of each utility bill from the bank account you specify. Every other month, we will send you a bill notifying you of the amount due and the date that the amount will be deducted.

You can participate in the Direct Utility Payment service program by completing and signing this authorization form. 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) 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) 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 Direct Utility Payment Deductions

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 white page to

COUNTY OF HENRICO
PUBLIC UTILITIES BILLING SUPERVISOR
P O BOX 90775
HENRICO VA 23273-0775

Retain the yellow copy for your records.