

Smyth County Water/Sewer Department

ACH Enrollment Form

You can now sign up for direct payment for Water/Sewer bills.

Complete the information below. (Please print)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Smyth County Water/Sewer Account Number (4 digits) _____

Service address (where meter is located): _____

Banking Information: Please complete AND attach a copy of a voided check.

Name of financial institution: _____

ABA/Routing/Transit Number: _____

Checking Account Number: _____

Please provide your signature for authorization:

I authorize Smyth County to deduct my Water/Sewer payments from the checking account listed above. I understand that I can discontinue this payment service at any time by providing Smyth County Water and Sewer Department with written notice 2 weeks in advance. **I understand that if my payment is returned for any reason, an NSF fee may be charged, the payment will be reversed, and any applicable late penalties will be applied to my account.**

Signature: _____ Date: _____

<p>Mail Completed Form to: Smyth County Water and Sewer Department 121 Bagley Circle, Suite 113 Marion, VA 24354</p>

Entered in system by: _____ Date: _____

Cancellation of your ACH payment service in the future will require your signature on this same form.

Signature: _____ Date: _____

ACH IMPORTANT INFORMATION

- Sign up to save time and postage. Avoid late penalties.
- Complete the form and send it to our office. Can take up to **30 days** to process.
- You will continue to receive a statement showing your total and auto draft date.
- Auto draft will always be on the **4th banking day of the month**.
- To discontinue ACH service, you must come in and sign your ACH form **2 weeks in advance**.
- Smyth County Water and Sewer Department may terminate this payment arrangement at any time for any reason.
- If you change banks, you will need to complete a new enrollment form and allow approximately 30 days for the change to go into effect.
- **If you close a bank account without notifying the County, or there are insufficient funds, the payment will be reversed, and any applicable late penalties will be applied to your account.**
- If you feel there is an error with your water bill, you must contact the Water Department by the 1st of the month, and we will not debit your bank account for that bill. You will then have to pay any revised bill in a traditional manner.
- Your ACH form must be signed when you want to discontinue the service.

Please call the Smyth County Water and Sewer Department at (276) 783-3298 option 2 if you have additional questions.