

Smyth County, Virginia

Direct Payment (ACH) Enrollment Form

Stop writing checks! You can now sign up for direct checking account payment for Water/Sewer bills in four easy steps!

STEP 1: Complete the contact information requested below (please print):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____

e-mail address: _____

STEP 2: Provide your Smyth County Water/Sewer account number and service address.

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

Service Address (where meter is located) _____

STEP 3: Provide your bank account information:

Name of financial institution: _____

ABA / Routing/Transit Number:

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Checking Account Number: _____

If you are unsure of these numbers, please attach a voided check.

STEP 4: 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 notifying the Smyth County Water and Sewer Department in writing with a 2-week notice. I understand that if my payment is returned for any reason, an NSF fee will be charged, the payment will be reversed, and any applicable late penalties will be applied to my account.

Signature: _____

Date: _____

Mail Completed Form to:

Smyth County Water and Sewer Department
121 Bagley Circle, Suite 113
Marion, VA 24354

Entered in system by: _____ Date: _____

Cancellation of ACH payment service: Signature/ Date _____

--Please see reverse for important information--

The Smyth County Water and Sewer Department is now offering Automatic Bill Payment (ACH) at no charge for our residential and commercial water/sewer customers. With direct payment for water/sewer bills, customers can save time, save postage or a trip to the Department Office, and avoid late penalties, by having their water/sewer bill payments debited from their checking account without having to write checks.

To sign up, simply complete the Direct Payment (ACH) Enrollment Form and mail it to the Smyth County Water and Sewer Department or deliver it in person. It may take up to 30 days for processing and to work into the billing cycle. You will continue to pay your water bills as you normally would until you receive a bill that states "**Your account will be auto drafted**".

You will continue to receive a water billing statement indicating the amount due and the due date. Your payment will be automatically withdrawn from your designated bank account on the 4th banking day of the month.

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, you will be charged a non-sufficient fund fee, the payment will be reversed, and any applicable late penalties will be applied to your account.

If you feel there is an error on 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 particular bill. You will then have to pay any revised bill in a traditional manner.

You may discontinue this service at any time by notifying us in writing 2 weeks in advance. The Smyth County Water and Sewer Department may terminate this payment arrangement at any time for any reason.

Please call the Smyth County Water and Sewer Department at (276) 783-3298 x8328 or x8329 if you have additional questions.