

Automatic Monthly Payment Service

Authorization form for Checking or
Savings Account

NAME _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

TOWN OF CULPEPER ACCOUNT # _____

*Checking Account Information
(include voided check)*

NAME OF BANK _____

ROUTING/ABA NUMBER _____

ACCOUNT NUMBER _____

CHECKING SAVINGS

X _____

SIGNATURE AUTHORIZING DEDUCTION

PHONE NUMBER _____



Town of Culpeper
Treasurer's Department
400 S. Main Street, Suite 109
Culpeper, VA 22701

Automatic Monthly Payment Service

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**"A way to save
Time & Money"**



Town of Culpeper
400 S. Main St., Suite 109
Culpeper, VA 22701
(540)829-8220
www.culpeper.to

Too busy to pay your bills? Forget your due dates? Incurring late fees? Disconnection of service?

NO WORRIES, WE HAVE THE SOLUTION!

Save time and money by signing up for our Automatic Monthly Payment Service. The service reduces the hassle of mailing payments and saves money by eliminating check fees, postage, additional interest and late charges. It's the easiest way to keep your account current and avoid service interruption.

Use the Automatic Monthly Payment for the following services:

***Electric *Water**

***Sewer *Trash**

***Leased Parking**

FAQ'S

Q: What is Automatic Payment Service?

A: *A convenient service that automatically debits your bank account for utility services.*

Q: Is the automatic payment service free?

A: *Yes, there is no fee charged by the Town to use the automatic payment service.*

Q: What will happen if I have insufficient funds in my bank account?

A: *It is important to remember that inadequate funds in your bank account to cover the payment will be handled like a returned check. Your bank and the Town will assess the appropriate service charges. In addition, this may result in interruption of service.*

Q: Will I still receive my bill monthly?

A: *Yes, you will still receive your bill monthly to monitor your usage.*

FAQ'S cont'd

Q: Do I need to notify the Town of Culpeper if I change banks?

A: *Yes, please notify us at least two weeks prior to changing banks.*

Q: If I want to cancel my automatic payment service, how quickly will it be canceled?

A: *A two-week notice, in writing, prior to your due date is required to cancel your draft.*

Q: How will I know when my bank account will be debited?

A: *Your bank account will be debited on the "due date" as indicated on your bill.*

Q: If I have multiple service locations, can I use automatic payment services?

A: *Yes, however an authorization form must be completed for each service location.*