

## **How to Save Time and Money When Paying Your Utility Bill**

The Town of Berryville, “Town”, now offers you the option to pay your utility bill through automatic monthly installments debited electronically from your bank account.

These automatic debits are a safe and convenient method of paying your utility bill. You just authorize us to notify your bank to transfer the amount you owe on the day your payment is due. It’s that simple.

Once you are set up on the Automated Clearing House “ACH” system, your payment will be made automatically on the 15th of each month; if the 15th falls on a weekend or holiday your payment will be made the next business day.

### **Here's How It Works:**

You will continue to receive your regular water and/or sewer bill on the first of each month, allowing you to keep track of your water usage as usual, but you don't have to send a check or come into the office to pay by credit or debit card (fees apply). The amount of the bill is automatically withdrawn from your checking or savings account on the due date.

### **How Do I Sign Up for the Automatic Payment Plan?**

Please return the form to Town of Berryville, 101 Chalmers Ct, Ste. A, Berryville, VA 22611 or email to [customerservice@berryvilleva.gov](mailto:customerservice@berryvilleva.gov) by the 25<sup>th</sup> of the month. We will begin debiting your account for the amount due on the 15<sup>th</sup> of the following month.

### **How Will I Know The Correct Amount Has Been Transferred Each Time?**

For your records, the transfer will appear on your regular bank statement. Should you ever feel that the transfer amount is incorrect, notify the Town Business Office and your bank to research the transfer. You can also stop payment on a transfer just like checks drawn on your account. You will also continue to receive a bill that indicates the amount due and when that amount will be debited from your account.

If you feel your bill is incorrect, please notify the Town Business Office immediately or at least 5 days before your bill is due.

### **What If I Change My Bank or Account Number Sometime In the Future?**

To ensure your payments are credited promptly, please provide us with the name of your new bank and account number well in advance of your next payment date.

### **Can I Cancel the Automatic Payment at Anytime?**

Certainly, just remember to give us at least 15 days before your next payment is due to cancel your transfer.

Please contact the Town Business Office at 955-1099 or [customerservice@berryvilleva.gov](mailto:customerservice@berryvilleva.gov) if you have questions about the program.

**Town of Berryville**  
**Debit/Credit Authorization Agreement (ACH)**  
**ID Number 54-6001144**

**Water/Sewer Bill Account Number** \_\_\_\_\_

**Service Address** \_\_\_\_\_

**Email** \_\_\_\_\_

I (we) hereby authorize the Town of Berryville, hereinafter called TOWN, to initiate Debit/Credit entries to my (our) **Checking Account / Savings Account** (*select one*) at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit such entries as may be required to process utility payments. I {we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. law.

**Depository (Bank) Name** \_\_\_\_\_ **Branch** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Please attach a voided check if this is a checking account. Please attach a voided deposit slip if this is a savings account.**

**Routing Number** \_\_\_\_\_ **Account Number** \_\_\_\_\_

Is this a checking or a savings account? (circle one)    checking    savings

This authorization is to remain in full force and effect until TOWN has received written notification from me (or either of us) of its termination in such manner as to afford TOWN and DEPOSITORY a reasonable opportunity to act on it.

**Name** \_\_\_\_\_  
Primary Account Owner (Please Print)

**Name** \_\_\_\_\_  
Primary Account Owner (Please Print)

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_