



Never Pay Late Again!

Sign up for FREE ACH auto payment of your Utility Bill!

For your convenience, The Town of Purcellville offers free automatic withdrawals from your checking or savings account for utility bills (water/sewer).

What does ACH stand for? Automatic Clearing House, which simply means with your permission The Town of Purcellville, will have the ability to automatically deduct your utility bill from your checking or savings account each billing period.

ACH lets your bank do all of the work. Each billing period, the amount due is automatically deducted from your checking or savings account. This withdrawal will occur on a fixed date every other month. There is no check for you to write, nor any postage expense– ACH takes care of it for you! All you have to do is make sure there is enough money in your account or advise us of bank account changes as the Town's fee for returned payments applies to ACH also.

ACH offers reliability. Currently many citizens are using online bank services which have not proven to be as convenient. Online banking services still issue actual paper checks that are subject to mailing delays, causing confusion and embarrassment of late payment notices.

To sign up for this convenient, cost effective, reliable payment option:

Option 1:

- a. Complete & sign (digitally ok) the PDF fillable ACH Authorized Agreement form with your bank information.
- b. Scan a **voided** check to accompany the form.
- c. Email completed form and voided check to the Finance Department:
 - a. Email to SWerner@PurcellvilleVA.gov

Option 2:

- a. Fill out and sign the ACH Authorized Agreement form with your bank information.
- b. Attach a **voided** check to the form.
- c. Return your completed form and voided check to the Finance Department:
 - a. Remit in the 24-hour Payment Drop Box on the J Street side of Town Hall
 - b. Mail to 221 S Nursery Ave. Purcellville, VA 20132

The auto payment will be available on your next bi-monthly water/sewer bill. The amount due will be automatically deducted from your checking or savings account approximately 5 days before your bill is due. You will continue to receive a copy of your bill for your records. The draft amount and date is stated on the bill.

We hope you take advantage of this free, convenient, payment option. For more information or questions, please call 540-338-7093 or visit <https://purcellvilleva.gov/421/ACH-Web-Page>

Town of Purcellville

ACH Authorization Agreement

Last Name _____

Completed By & Date _____

Bank # _____

- ☐ **New Enrollment**
- ☐ **Change of Bank / Information.**
- ☐ MUST Notify Town 10 days prior to draft date.
 - ☐ Failure to update information may result in Return Payment Fees.
- ☐ **Cancel ACH Temporarily until _____**
- ☐ Fill in Account #, Address, date & sign. Bank information not needed.
- ☐ **Cancel ACH Permanently**

Utility Bill Account Number: _ _ _ _ _

Water/Sewer Service Address _____

Debit/Credit Authorization Agreement (ACH)

ID Number 54-6001543

I (we) hereby authorize the Town of Purcellville, hereinafter called TOWN, to initiate Debit/Credit entries to my (our) **Checking/Savings Account** 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 _____

Routing Number _____ Account Number _____

Is this a checking or a savings account? ☐ Checking ☐ Savings

Remit a voided check if this is a Checking account (no deposit slips)

Remit a voided deposit slip if this is a Savings account.

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

Name _____

Account Owner (Please Print)

Phone Number: _____ Email: _____

Signature _____ Date _____