



Town of Vinton, Virginia

BANK DRAFT AUTHORIZATION

Automatic bank drafting from your checking or savings account assures that your bill is paid in full and on-time every billing period, even if you are out of town. This convenient recurring process is free.

How Do I Begin the Process?

To become a bank draft customer, we need two things: the completed bank draft authorization form on the next page and a "voided" check from your checking account or a withdrawal slip from your savings account. We will work with your bank to draft your checking or savings account each billing period which is currently monthly for commercial customers and bi-monthly for residential customers.

When Will My Account Be Drafted?

The initial set-up for the bank draft will take approximately two weeks. You will receive a message on your bill when participation in the program has been confirmed. After enrollment in the program, your account will be drafted for the exact amount of your bill **three days prior to the due date of your account**. You will receive a statement by mail on which your bank draft conformation message appears monthly for commercial customers and bi-monthly for residential customers.

What Happens if I Have Questions About My Bill?

If you have a question about your water and sewer bill, call the Town of Vinton's Treasurers Office for Utility Customer Service at 540-983-0608.

What Happens if There is Not Enough Money in My Account?

The automatic bank draft will be presented to your bank once for processing. If your financial institution does not pay the draft because of insufficient funds and returns it to the Town, your account will be charged a return check fee and processed in the same manner as an insufficient funds check.

How Do I Cancel My Participation?

If you decide to discontinue participation in the bank draft program, you may cancel by notifying the Town of Vinton's Treasurers Office in writing, by fax or by phone at least ten (10) business days prior to the due date on your bill.

By Mail: 311 S. Pollard Street, Vinton, VA 24179

By Phone: 540-983-0608

By Fax: 540-985-3105

By Email: treasurer@vintonva.gov

To get started, complete the Bank Draft Authorization Form on the following page.



Town of Vinton, Virginia
Water & Sewer
BANK DRAFT AUTHORIZATION FORM

Please Complete the Following Information

Customer Name _____
Social Security Number _____
Service Address _____
Mailing Address _____
City, State, Zip _____
Home Telephone Number _____
Work Telephone Number _____
Place of Employment _____

The Town of Vinton, Virginia (Town) is authorized to debit my (check one)

Checking Account (Attach VOIDED Check)

or

Savings Account (Attach VOIDED Withdrawal Slip)

for my water/sewer charges on the due date of my account.

I understand that this authorization is in effect until the Town and my financial institution are notified that I no longer desire this service, allowing them reasonable time to act upon my notification (at least ten (10) business days prior to the due date on your bill). I also understand that if corrections to my account are necessary, they will be reflected on the next billing. I understand that non-payment due to insufficient funds in my account will be processed by my financial institution and the Town in the same manner as an insufficient funds check, and that I may be charged an insufficient funds check by both. I understand that this authorization is non-negotiable and non-transferable.

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____

**Please return a "voided" check from your checking account
or a savings withdrawal slip from your savings account
and this authorization form to:**

Town of Vinton, Virginia
Treasurer's Office
311 S. Pollard Street
Vinton, VA 24179

For Office Use Only

Customer Account Number _____ Date Entered _____ CSR _____