Bank Draft Payment Authorization

To begin an electronic payment service for your monthly utility bills, simply return the enclosed form with an original **voided check** (if available) for processing to the Utility Billing Department.

Please monitor your utility bills and physically pay them until you see *"Balance due will be Bank Drafted"* on the bill. This message indicates the electronic payment service is in effect.

Each month, payment for utilities will be drafted from the bank account on the bill due date. This method guarantees timely payment and eliminates the possibility of penalties and service termination due to non-payment. However, in the event that the account authorized for payment has insufficient funds, the payment amount plus a $40 NSF (Non-Sufficient Funds) fee will then be owed and the bank draft agreement is subject to termination.

If you have any questions, concerns, or if you need to make any changes, please contact the Utility Billing Department at 540-375-3026, opt #2.

Thank you,

Utility Billing Department

BANK DRAFT AUTHORIZATION

Customer Name: _____

Service Address: _____

Utility Account: _____

I hereby authorize the City of Salem to automatically draft my bank account on a monthly basis for utility services rendered. In the event that the account authorized for charges contains insufficient funds, a $40 NSF (Non-Sufficient Funds) fee will be applied to the utility account and the bank draft agreement is subject to termination. Notification must be received by the City of Salem no less than five (5) business days prior to the due date in order to cancel this agreement.

The utility bill balance due will be drafted from your bank account on the due date

Bank Name: _____

Bank Routing: _____

Bank Account: _____

Authorized Signature: _____

Date: _____

PLEASE INCLUDE A VOIDED CHECK IF POSSIBLE

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