

## **How Does Automatic Bank Draft Work?**

You simply authorize us to notify your bank to transfer the amount of your bill to our bank account. You can specify how many days after billing your account should be drafted.

## **What Will You Charge Me To Participate In The Automatic Bank Draft Plan?**

No charge.

## **How Will I Know The Amount That Will Be Transferred Each Month?**

You will receive your monthly Water and Sewer Bill in the mail, as usual,. The amount due on the bill is the amount that will be deducted from your bank account on the due date.

## **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 your bank to research the transfer. A reversal can be made up to 15 day after you receive your statement. You can also stop payment on a transfer just like checks drawn on your account.

## **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. We will make all necessary arrangements.

## **Can I Cancel Automatic Bank Draft At Anytime?**

Yes, Just remember to give us enough time to cancel your transfer. You will then return to your old payment method.

## **Should You Have Questions?**

Call us at (804) 477-8336

## **How Do I Sign Up?**

Simply complete the authorization below and return it to us along with a voided check showing the bank and checking or savings account you want charged for your payment. We'll do the rest. Return Authorization Form Below To:

Hopewell Payments  
PO Box 6430  
Fredericksburg, VA 22406

# AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (Automatic Bank Drafts)

By signing the authorization below, you authorize your financial institution to deduct the amount of your monthly bill from your account and remit it directly to City of Hopewell. I understand that I can discontinue this Automatic Bank Draft at any time by writing Hopewell Payments. This authorization is to remain in full force and effect until Hopewell Payments has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Hopewell Payments and Financial Institution a reasonable opportunity to act on it.

I authorize payments to be drafted from my bank account \_\_\_\_\_ days (select 3-18) after each monthly billing.

## Financial Institution

Name \_\_\_\_\_

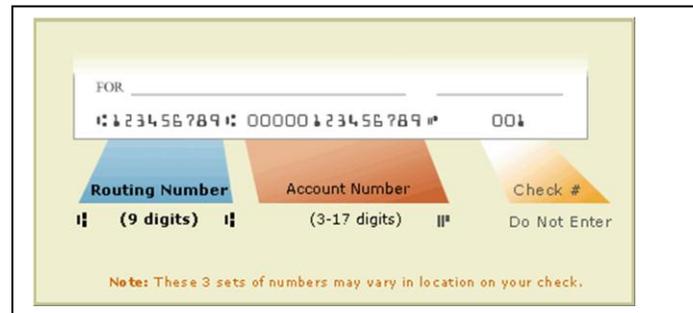
Branch \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_



Checking (enclosed check & payment coupon)     Savings (Deposit ticket & payment coupon)

Name(s) \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

(Please Print)

Hopewell Account Number (7 digits) # \_\_\_\_\_

Date \_\_\_\_\_

Signature

**PLEASE ATTACH A VOIDED CHECK**