

Utility Preauthorized Payment

Now you can save time and money when **paying your utility bill**. Rockingham County now offers **FREE** drafting of your utility payment.

Preauthorized Automatic Payment is 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.

Paying your bill through Preauthorized Payment means your money stays in your account until the day your payment is due. You never need to worry again about remembering to make your payment or writing a check for payment. And in addition to the convenience, you can save check and postage costs.

"JUST TELL ME THE FACTS"

How Does Preauthorized Payment Work?

You simply authorize us to notify your bank to transfer the amount of your bill to our bank account on the day your payment is due.

What Will You Charge Me To Participate In The Preauthorized Payment Plan?

ABSOLUTELY NOTHING!!!!

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

As usual, you will receive your monthly Utility Bill in the mail. 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 Preauthorized Payment At Any Time?

Certainly, 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 (540) 564-2408

How Do I Sign Up?

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

Return Authorization Form Below To:

County Of Rockingham
Attn: Preauthorized Payment Plan
P.O. Box 471
Harrisonburg, VA 22803

**COUNTY OF ROCKINGHAM
AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

I (we) hereby authorize County of Rockingham, to initiate debit entries to my (our) Checking Account/ Savings Account indicated below, at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transaction to my (our) account must comply with the provisions of U.S. law.

Depository Name: _____

Bank Routing Number: _____

Bank Account Number: _____

_____ Checking _____ Savings

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

(Please Print)

Customer Name(s): _____

Utility Customer Number: _____

Utility Account Number: _____

Date: _____

Signature: _____

**** Please Send Voided Check Along With Application****