



Town of Culpeper

400 S. Main St., Suite 109

Culpeper, VA 22701

Office: 540-829-8220

Fax: 540-829-8239

AUT PAY SERVICE

***Too busy to pay your bills?
Forget your due dates?
Incurring late fees?
Disconnection of service?***

***NO WORRIES,
WE HAVE THE SOLUTION!***

This service reduces the hassle of mailing payments and saves money by eliminating check fees, postage, additional interest, and late charges. It's the easiest way to keep your account current and avoid service interruption.

Use the Automatic Monthly Payment option for the following services:

- *Electric
 - *Water
 - *Sewer
 - *Trash
 - *Leased Parking
-

FAQ

Q: What is Automatic Payment Service?

A: A convenient service that automatically debits your bank account for utility services.

Q: Is the Automatic Payment Service free?

A: Yes, the Town does not charge a convenience fee to use this service.

Q: What will happen if I have insufficient funds in my bank account?

A: It is important to remember that adequate funds must be available in your bank account to cover the payment. It will be handled as a returned check with additional service charges assessed by the Town and your bank. In addition, this may result in interruption of service.

Q: Will I still receive my monthly bill?

A: Yes, you will still receive your bill each month to monitor your usage.

Q: Do I need to notify the Town of Culpeper if I change banks?

A: Yes, please notify us at least two weeks prior to your due date and submitting a new form.

Q: If I want to cancel my automatic payment service, how quickly will it be canceled?

A: A request in writing, two weeks prior to your due date, is required to cancel your draft.

Q: How will I know I am enrolled in the program?

A: Your bill will state "EFT" in the "Amount Enclosed" box.

Q: Do I need to provide proof of routing and bank account info?

A: Yes, we require a voided check or bank document with routing number and account number visible.

Please complete information on the back of this form.

A CONVENIENT WAY TO SAVE TIME & MONEY!

Customer Name(s): _____

Mailing Address: _____

Daytime Phone Number: _____

Email Address: _____

Town of Culpeper Utility Account Number(s):

Checking Account Information
(attach voided check/bank document)

Name of Bank: _____ Checking Savings

Bank Routing/ABA Number: _____

Bank Account Number: _____

By signing this form, I understand this service will not be activated if proper documentation is not submitted.

Signature authorizing deduction

For questions or comments contact us at payonline@culpeperva.gov, mail, or in our office.

OFFICE USE ONLY

INITIALS	DUE DATE	NEXT BILL GENERATED	DATE ADDED TO ACCT	FIRST SCHEDULED EFT DATE