



# TOWN OF WARRENTON

POST OFFICE DRAWER 341  
WARRENTON, VIRGINIA 20188-0341  
<http://www.warrentonva.gov>  
TELEPHONE (540) 347-1101  
FAX (540) 349-2414  
TDD 1-800-828-1120

## AUTOMATED BANK DEBIT SERVICE AUTHORIZATION FORM

Name(s)	
Address	
Social Security Number(s)	
Daytime Phone	Home Phone

UTILITY ACCOUNT INFORMATION	
Account No.	Property Address

\_\_\_\_\_ I authorize my financial institution to accept payment requests from the Town of Warrenton Finance Office on the due date and post them to my bank account. I understand that if any information listed on this authorization changes or if I decide to withdraw this authorization, I must contact the Finance Office. I have read and understand my rights and obligations as a participant of this program.

\_\_\_\_\_  
Financial Institution

**PLEASE ATTACH A VOIDED  
CHECK OR A COPY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTOMATED BANK DEBIT SERVICE  
(ABD)  
RIGHTS AND OBLIGATIONS**

As an Automated Bank Debit Service (ABD) participant, you become bound by certain obligations and are entitled to certain rights. These obligations and rights are summarized below:

This program is designed for paying utility bills only.

There is no charge for participating in the ABD program.

You may cancel your participation in ABD by writing the Finance Office at P.O. Drawer 341, Warrenton, VA 20188-0341. Notification of cancellation must be received no later than the 15<sup>th</sup> of the month prior to the next scheduled payment due date.

You will receive monthly debit notices indicating the amount to be automatically deducted from your bank account approximately on the first of the month. The electronic transfer will not be done earlier than the 15<sup>th</sup> day of the month in which your bill is due.

You must notify our office if you are selling the property, renting or moving so that it may be promptly deleted from the ABD program. The Finance Office will send a final bill directly to you. Your bank account will not be debited for the final bill. You may pay your final bill by check, cash, money order, or credit card.

You are protected from any consequences which might occur from the late and missed payments due to system or network failures under the provisions of Regulation E of the Federal Reserve System.

You are obligated to ensure that sufficient funds are in your account on the transfer date. Utility transfers rejected will result in a five dollar payment penalty and returned check charges. You will be automatically dropped from the ABD program after two rejected transactions.

You must notify our office, in writing, if the checking account from which ABD transfers were being made is closed or changed, even if the new account is with the same financial institution. ABD transfer rejected due to a closed account will result in a late payment penalty and a returned check charge and will result in your being dropped from the program.

All utility charges must be current before enrollment can occur.

Joining the Automated Bank Debit Service is a smart move. Please complete the application and return the white copy for the accounts you want paid automatically. If you have further questions or concerns, please email us at [utility@warrentonva.gov](mailto:utility@warrentonva.gov) or call (540)347-1101 or (540) 347-2678.

**All DEPOSITS and FEES must be paid before auto draft will be setup.**

**AUTO DRAFT WILL NOT BE ACTIVE FOR YOUR CURRENT BILL.**

You will know your request has been processed when you see on your water bill messages section "Auto Draft" with a date. That is the date your payment will be deducted from your bank account.

This form and copy of voided check can be emailed to [utility@warrentonva.gov](mailto:utility@warrentonva.gov)