



Dear Town of Leesburg Customer,

We are delighted to introduce the Town of Leesburg's Auto Pay Option for Water/Sewer bills. With this option, your water/sewer bill can be automatically deducted from your checking or savings account. You can now enjoy the convenience of paying your utility bill without writing checks or buying stamps!

At the Town of Leesburg, we are striving to incorporate modern technology into our daily and long-term operations. We want you to experience how convenient and cost effective this payment option can be for you. The process is as easy as 1-2-3:

1. Fill out the "Authorized Agreement for Automatic Payments" form with your bank information and authorized signature. Remember to check either checking or savings in the boxes provided.
2. Attach a voided check to form.
3. Mail or bring form, with the attached voided check, to the Town of Leesburg, Attn: "Auto Pay", 25 West Market Street, Leesburg, VA 20176

*The Auto Pay Option will become effective on your **next** quarterly water/sewer bill. Once effective, the amount due will be **automatically** deducted from your account on or about ten (10) days before your bill's due date. There is no additional fee for this service. You will continue to receive a copy of your bill for your records which will note "This bill is strictly for your records. Do not remit payment". Your actual bank statement should note Town of Leesburg Utility Bill.*

We have designed this option to make it easier and more convenient for you. The sooner you return the form, the sooner you can enjoy the convenience of automatic utility bill payment. Drop your signed enrollment form in the mail today or bring it to the Finance Department in Town Hall at 25 West Market Street, first floor. If you have questions or need more information, please feel free to call 703-771-2701.

**AUTHORIZED AGREEMENT FOR AUTOMATIC PAYMENTS
(ACH DEBITS)**

COMPANY NAME TOWN OF LEESBURG	COMPANY ID NUMBER 54-6001390
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I (we) hereby authorize the Town of Leesburg herein after called COMPANY, to initiate, if necessary, debit entries for water and sewer payments from my
 Checking **Savings (select one)** indicated below and the financial institution named below, hereinafter called BANK.

BANK NAME	BRANCH
CITY, STATE, ZIP	
TRANSIT/ACH NUMBER	ACCOUNT NUMBER

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

NAME(S) (PLEASE PRINT)		PHONE NUMBER
ACCOUNT NUMBER		CUSTOMER NUMBER (CID)
DATE	SIGNED	SIGNED (second name on account)
EMAIL ADDRESS		

ATTACH VOIDED CHECK HERE

****NOTE** IF YOU BANK WITH A CREDIT UNION, CALL THEM FOR THE CORRECT ACH NUMBER AND BANK ACCOUNT NUMBER**