



## CITY OF COLONIAL HEIGHTS

### AUTHORIZATION FOR DIRECT DEBIT PAYMENT

Utility Billing Office P.O. Box 3401  
Colonial Heights, Virginia 23834

The City of Colonial Heights offers direct debit payments for utility customers, where the City will withdraw utility payments directly from your checking or savings account every two months on or about the due date (typically the 25<sup>th</sup>). To participate in this optional program, please complete the information below.

Full Name as it appears on utility bill(s): \_\_\_\_\_

Service Address(es): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Please deduct the balance due for the above utility bill(s) (water, sewer, refuse, stormwater and all related fees) every other month from the following account:

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

By signing below, I authorize the City of Colonial Heights and the institution named above to initiate entries to the account above for the account balance on the utility account listed above. This authorization will remain in effect until I notify the City of Colonial Heights in writing of the termination of such authorization and provide the City thirty days upon which to act upon it. I understand that the City of Colonial Heights may terminate this service upon written notification or if my account is no longer in good standing. Payments rejected due to insufficient funds may be subject to the City's returned check fees. Processing of this request may take up to six weeks, and I am responsible for paying these utility bills until the direct debit is in place.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_