



COMMONWEALTH OF VIRGINIA
County of Gloucester
Land of the Life Worth Living



Tara L. Thomas
Treasurer

(804) 693-2141
Fax (804) 824-2466

AUTOMATIC UTILITY BANK DEBIT SERVICE AUTHORIZATION FORM

Please complete this form and mail or fax with a voided check to:

Gloucester County Treasurer's Office
6489 Main Street
Gloucester, VA 23061
FAX (804) 824-2466

Name(s) _____

Address _____

Social Security No. _____

Work Phone _____ Home Phone _____

Account Number _____

Property Address _____

Bank Name _____ Checking or Savings _____

I authorize my financial institution to accept payment requests from the Gloucester County Treasurer no earlier than the 20th of each month and post them to my bank account. I understand that if any information listed on this authorization changes, I must contact the Treasurer's Office immediately. I have read and I understand my rights and obligations as a participant of this service.

Signed _____ Date _____

(Attach copy of voided check here.)

Automated Bank Debit Service Rights and Obligations

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

- ✓ There is no charge for participating in the ABD program.
- ✓ You may cancel your participation in ABD by contacting the Treasurer's Office in writing. Notification must be received no later than five working days prior to the next scheduled debit in order for the cancellation to be effective for the current debit. You can submit your cancellation by fax at (804) 824-2466, by emailing treasurer@gloucesterva.info, by mail, or by drop box.
- ✓ You will continue to receive your monthly bill.
- ✓ The electronic transfer will not be done earlier than the 20th day of the month in which your bill is due.
- ✓ You must notify the Treasurer's Office if you are selling the property so that it may be promptly deleted from the ABD program. The Utilities Department will send a final bill directly to you; your bank account will not be automatically debited for the final bill. The final bill may be paid by check, cash, money order, or credit card.
- ✓ You are protected from any consequences which might occur from late and missed payments due to system or network failures under the provisions of Regulation E of the Federal Reserve System, our nation's central bank.
- ✓ You are obligated to ensure that sufficient funds are in your account on the transfer date. Transfers rejected by your financial institution due to insufficient or unavailable funds will result in a returned check charge of \$35.00. If your ABD transfer is rejected by your bank, you must pay that month's bill at the Treasurer's Office. If your account remains unpaid after the due date, you will be charged a late fee. In addition, if your account remains unpaid as of the 15th of the following month, your service will be disconnected and you will be charged a disconnect fee. You will be automatically dropped from the ABD program after two rejected transactions.
- ✓ You must notify the Treasurer's Office if the account from which ABD transfers are being made is closed or changed, even if the new account is with the same financial institution. This includes changes made to your account by your financial institution that are beyond your control, such as routing and account number changes as a result of bank mergers.
- ✓ All utility charges must be current before enrollment can occur.

If you have any questions, please call the Treasurer's Office at (804) 693-2141 or email us at treasurer@gloucesterva.info.