



TOWN OF WEST POINT  
UTILITES DEPARTMENT

I (we) hereby authorize and request the Town of West Point Utilities Department ("TOWN") to initiate electronic debit entries or affect a charge by any accepted practice to my (our) account. Indicated below is the name of the financial institution ("BANK") and I (we) authorize and request the BANK to honor the debit entries initiated by the TOWN and debit the same from my account. This agreement pertains to my (our) water, sewer, and/or trash account number. This authorization is to remain in force and effect until I (we) notify the TOWN of cancellation in writing. I agree to notify in writing of any changes in my account information or termination of this authorization in such time and manner as to afford the TOWN a reasonable opportunity to act on it. Automatic drafts will occur on the 1<sup>st</sup> of the month in which your bill is due. If a draft date falls on a weekend or holiday, the TOWN will initiate a debit entry and credit your utility account on the next business day. If you agree to these terms, please fill out the information below, **attach a voided check or bank-supplied letter**, which includes: bank name, account type, ABA routing number and account number, sign, and return to the Town of West Point Utilities Department.

Date \_\_\_\_\_

Customer Name(s) \_\_\_\_\_

Customer Utilities Account Number \_\_\_\_\_

BANK \_\_\_\_\_

Bank Address \_\_\_\_\_

\_\_\_\_\_

(City, State, Zip Code)

Bank Routing Number \_\_\_\_\_

Bank Checking Account Number \_\_\_\_\_

Signature(s) \_\_\_\_\_

\_\_\_\_\_

\*\*\* NOTE: All account depositors must sign if more than one signature is required on this account

802 MAIN STREET  
PO BOX 152  
WEST POINT VA 23181