



County of York Treasurer's Office Smart Pay

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Electronic Debit Authorization Form for Utility Bills

Utility Account Number _____

Name(s) _____

Service Address _____

Mailing Address _____

Home Phone Number () - _____

Work Phone Number () - _____ () - _____

Fax Number (optional) () - _____ () - _____

Email Address (optional) _____

Financial Institution _____

Bank Account Number _____

- Withdraw from Checking **(*REQUIRED* Attach a voided check bearing the bank account number above)**
- Savings **(*REQUIRED* Attach a voided deposit slip with the bank account number above)**

**If you do not have checks please provide documentation from your bank that has the routing and account information*

AUTHORIZATION AGREEMENT

I authorize the Financial Institution listed above to accept automatic payment requests from the County of York, Virginia and post them to my account.

I am aware that my account will be debited on the date the Utility bill is due, and that I will still continue to receive a copy of my bill for my records. Smart Pay will be noted at the bottom of the bill once enrolled.

I understand that, if at any time, I decide to withdraw this authorization, I need only to notify the County of York in writing **7 business days'** prior to the scheduled debit.

I also understand that if I change or close the account at the financial institution listed above, I must immediately contact the County of York Treasurer's Office.

I understand and agree that any mistake or failure of the Financial Institution to pay utilities to the County of York, as specified in this agreement, or amendments thereto, including penalty as applicable, will remain the responsibility of the undersigned.

I understand and agree that I am responsible for and will pay a return item **fee of thirty-five dollars (\$35.00)** which will be assessed for each debit returned to the County as a "Return Item" for reasons such as "Insufficient Funds" or "Account Closed". If my payment is returned unpaid, I understand I will be immediately removed from Smart Pay and

I authorize you to make a one-time electronic fund transfer from my account to collect the fee of \$35.00

I have read and understand the rights and obligations outlined in this agreement.

Signature(s) _____

Date _____

<u>Start Date Schedule</u>		
Smart Pay Forms received in Treasurer's Office:		
<u>Jan - Feb</u>	debits will start	<u>Apr. 15th</u>
<u>Mar - Apr</u>	debits will start	<u>Jun. 15th</u>
<u>May - Jun</u>	debits will start	<u>Aug. 15th</u>
<u>Jul - Aug</u>	debits will start	<u>Oct. 15th</u>
<u>Sep - Oct</u>	debits will start	<u>Dec. 15th</u>
<u>Nov - Dec</u>	debits will start	<u>Feb. 15th</u>

This schedule is based on the billing dates and processing time required to set up your account with Smart Pay, therefore we cannot accept requests for earlier start dates. Once you are enrolled in Smart Pay the bottom of your utility bill will state that the Smart Pay deduction will occur on the due date*. Immediately following the start date noted in the chart above, please check with your bank to ensure the first payment has been deducted.

**If your Smart Pay form was turned in timely, but your utility bill stub does not state that your Smart Pay debit will occur on the due date, there may have been an error or delay in processing. Please pay the bill and contact the Treasurer's Office for assistance setting up Smart Pay for the next billing cycle.*