



8570 Executive Park Avenue, Fairfax VA 22031

Application for Automatic Recurring Bank Draft

Direct debit is a simple way to pay your bill automatically from your bank account. Participation is free. You can complete this form by typing directly on it. Click the fields below, navigate between by using the tab key, then print directly to your printer. Or, print it blank and fill in by hand. Return to us, as instructed below.

PLEASE CHECK ONE

Purpose of form New Applicant Change Request Cancel Auto Debit

Customer Name _____ Fairfax Water Account Number _____

Service Address _____ City _____ Zip _____

Daytime Phone _____ Email Address _____

Please provide the following information about your bank account:

In addition, you must attach a voided check.

Name on the Account _____ Bank Name _____

Routing Number _____ Account Number _____

I authorize Fairfax Water to automatically deduct payment from the account specified, for charges incurred at my service address. I understand that payment will be deducted on the due date of my bill and therefore, no other payment need be mailed. I also understand that I will be subject to a return check fee if insufficient funds are available at the time of the electronic fund transfer. I further understand that I have the right to receive notice of the amount of each payment deduction, and that each bill, marked with *Automatic Bank Draft*, I receive from Fairfax Water will constitute such notice. I may suspend payment by notifying Fairfax Water a minimum of four business days before an amount is to be debited from my bank account. I also understand Fairfax Water reserves the right to terminate this draft and/or my participation in it.

I have read and agree to the above authorization agreement.

Signature _____ Date _____

Automatic recurring bank draft will begin upon receipt of this form, in the amount of your current balance.

To set up, please complete and sign the form, and attach a voided check. Mail to:

**Fairfax Water
Attn: Customer Accounting
8570 Executive Park Avenue
Fairfax, Virginia 22031**

If you are requesting change or cancelation, you may email this form to customers@fairfaxwater.org . We require at least four business days, in advance of your next debit date, to honor such requests.