



Paige D. Cherry, City Treasurer
 801 Crawford Street
 Portsmouth, Virginia 23704-3872
 (757) 393-8651

**USE OUR ELECTRONIC DEBITING SERVICE!
 ON TIME PAYMENT!
 NO CHECK WRITING! NO POSTAGE COST!**

**City of Portsmouth Real Estate Tax and
 Stormwater Management Fee**

**Have Your Portsmouth Real Estate Tax and Stormwater Management Fee
 Paid Electronically.**

Just fill out the authorization form at the bottom of this page and
 return it along with a voided check.

To participate in bank drafting, you will need to provide the following information to the Portsmouth
 City Treasurer's Office:

- Bank Account Number
- Bank Routing Number
- Bank Account type (Checking, Savings, etc)
- Signed Electronic Payment Authorization form

*** Your account can be debited quarterly or monthly.*

If you choose to pay monthly, your quarterly bill will be divided by three (3) to calculate the monthly deduction from your account.

If you choose to pay quarterly, the full quarterly amount will be deducted in the month of the quarterly due date.

If you enroll and find that automatic payment is not right for you, you may cancel your participation at any time by notifying us at least 30 days
 before your next scheduled payment.

Only **one** attempt will be made to electronically access your designated bank account for payment. If upon assessment, there are insufficient funds in
 your account to cover the bill you will be assessed **penalty and interest charges**, and an *administrative fee* of \$50.00 and your account may be
 subject to distress collections. To avoid distress collections the entire bill (to include the penalty, interest and administrative fee) must be paid in full
 with secured funds.

****You will receive a statement quarterly reflecting payment.****

**Please Return Bottom Portion Along With Voided Check Directly to:
 Portsmouth City Treasurer, 801 Crawford Street, Portsmouth, VA 23704.
 *****DO NOT RETURN IN SAME ENVELOPE AS PAYMENT*******

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I (we) hereby authorize the City of Portsmouth, Virginia to initiate debit entries for payment of Real Estate Tax and Stormwater Management Utility Fees to my
 account indicated below and the financial institution listed below to debit same to such account each month / quarter on the 5th of the month. If erroneous entries
 are posted to my (our) account, I (we) authorize the City of Portsmouth to direct the Financial Institution to return such entries. This authority is to remain in force
 and effect until the City of Portsmouth, Virginia receives notification from me of its termination. I understand and agree that any mistake or failure of the bank to
 pay over taxes to the City or failure of the bank to pay the amount specified in this agreement, or amendments thereto, including penalty and interest thereon as
 applicable, shall remain the responsibility of the undersigned. Further, I understand and agree that I am responsible for any increase in tax assessment or the rate
 which may be established from time to time by the City Assessor or the City Council.

Printed Name: (as shown on your Real Estate Statement)	Map/Parcel:	Debit Type (Check One) Monthly _____ Quarterly _____
Name of Financial Institution	Routing Number (9 digits) _____ Account Number: _____ Type of Account (circle one) Checking Savings	
Signature(s)	Daytime Phone Number _____ Date: _____, 20____	