



Automatic Drafting Form /Bank Draft Form

On time payment, No check writing, No Postage Cost!

Sign up to pay your Portsmouth Public Utilities bill electronically and your payment will be automatically deducted from your designated bank account on or within **5 business days prior to the DUE DATE of your current utility charges.**

What you need to know once you sign up for Automatic Drafting.

- You will continue to receive your Public Utilities bill.
- The names on the water account must match the name on the bank account it will be deducted from.
- If a billing discrepancy should arise and you need to contact us to stop a scheduled payment from being deducted, the business office needs to be contacted at least **10 BUSINESS DAYS** prior to the due date of your bill to allow enough time to be processed.
- If you enroll in this program and find that it is not right for you, you may cancel 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 there are insufficient funds (NSF) in your account to cover your bill, you will be assessed a **LATE CHARGE** and a **RETURNED CHECK FEE** of **\$50.00** and your water service will be subject to disconnection.
- Your enrollment in this program may be terminated for more than one instance of non – availability of funds in your account.
- Portsmouth Public Utilities or your financial institution reserves the right to terminate this payment option at any time.
- Your account should be in good standing before enrolling without any past due balances. Past due balances can still be subject to disconnection.
- **Once you sign up for automatic drafting, continue to pay your bill until it says “DO NOT PAY” on your statement. REMEMBER, THE BILL WILL BE DRAFTED FROM YOUR BANK ACCOUNT UP TO 5 DAYS BEFORE IT IS DUE.**

To enroll in Automatic Drafting you must:

- Complete, sign, and return this Automatic Agreement Form for each account you wish to have paid electronically.
- Return the completed and signed agreement with a voided check (**NO STARTER CHECKS**) or an official document from your banking institution that includes your banking account number and routing number and your legal name.
- **If you change names, addresses, banks or bank account numbers PLEASE CONTACT THE BUSINESS OFFICE AT 757.393.8524 IMMEDIATELY.**

PRINTED NAME (AS SHOWN ON BILL)	PUBLIC UTILITIES ACCOUNT NUMBER
SERVICE ADDRESS	ROUTING NUMBER _____ ACCOUNT NUMBER _____ TYPE OF ACCOUNT (CIRCLE ONE) CHECKING OR SAVINGS
NAME OF BANK	DAYTIME PHONE NUMBER _____ EMAIL ADDRESS _____ DATE _____
SIGNATURE:	

I UNDERSTAND THAT PORTSMOUTH IS NOT LIABLE IN ANY WAY FOR ERRONEOUS BILL STATEMENTS OR INCORRECT DEBITS TO MY ACCOUNT. SHOULD AN ERROR ON THE BILL STATEMENT OCCUR, PORTSMOUTH'S ONLY RESPONSIBILITY IS TO CORRECT THE ERROR WHEN IT RECEIVES NOTICE FROM ME OF THE ERROR. I UNDERSTAND THAT PORTSMOUTH AND MY FINANCIAL INSTITUTION RESERVE THE RIGHT TO TERMINATE THIS PAYMENT OPTION AND/OR PARTICIPATION. BY SIGNING THIS FORM I AGREE TO BE BOUND BY THE RULES AND PROCEDURES GOVERNING THE ELECTRONIC PAYMENT SYSTEM THAT THE PORTSMOUTH DEPARTMENT OF PUBLIC UTILITIES MAY FROM TIME TO TIME ENACT.