



*Fauquier County Water & Sanitation Authority*

*7172 Kennedy Road*

*Vint Hill Farms*

*Warrenton, VA 20187-3907*

*(540) 349-2092*

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Dear Customer,

We are delighted to introduce the Authority's Auto Pay Option for Water/Sewer bills. With this option, your water/sewer bill can be automatically deducted from your checking or savings account. You can now enjoy the convenience of paying your utility bill without writing checks or buying stamps!

We are striving to incorporate modern technology into our daily and long-term operations. We want you to experience how convenient and cost effective this payment option can be for you. The process is as easy as 1-2-3:

1. Fill out the "Authorized Agreement for Automatic Payments" form with your bank information and authorized signature. Remember to check either checking or savings in the boxes provided.
2. Attach a voided check to form or deposit slip for saving.
3. Mail or bring form, with the attached voided check, to the Authority at the above address. You may also email the completed form and a copy of your voided check to [customerservice@fcwsa.org](mailto:customerservice@fcwsa.org).

*The Auto Pay Option will become effective on your **next** monthly water/sewer bill. Once effective, the amount due will be **automatically** deducted from your account on the eighteenth (18) day of the month. There is **no** additional fee for this service. You will continue to receive a copy of your bill for your records which will note "Direct Debit Do Not Pay". Your actual bank statement should note **FCWSA Bill**.*

Your participation will be subject to the following conditions:

- 1- You agree that any payment not honored by your bank may result in fees, penalties, or other charges.
- 2- You agree that you are responsible for notifying us of any reason that may prevent a payment from being honored, such as a change in your bank or lack of funds in your account. You must notify us by the tenth (10) day of the month before we can cancel the automated payment.
- 3- You will not be permitted to continue using the service if more than three deductions are not honored.
- 4- You must notify us by the tenth (10) day of the month before payment is due if you wish to revoke this authorization prior to the due date for a current bill, payment of the account balance must be received prior to the due date in order to avoid a delinquent account charge.
- 5- Your account balance must be current before this authorization will be processed. You must file a separate authorization form for each location for which you receive a utility bill.

We have designed this option to make it easier and more convenient for you. The sooner you return the form, the sooner you can enjoy the convenience of automatic utility bill payment. Drop your signed enrollment form in the mail today or bring it to the Fauquier County Water & Sanitation Authority at the above address, or email to [customerservice@fcwsa.org](mailto:customerservice@fcwsa.org). If you have questions or need more information, please feel free to contact Customer Service at 540 349-2092.

**AUTHORIZED AGREEMENT FOR AUTOMATIC PAYMENTS  
(ACH DEBITS)**

COMPANY NAME <p style="text-align: center;"><b>Fauquier County WSA</b></p>	COMPANY ID NUMBER <p style="text-align: center;"><b>54-1436946</b></p>
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I (we) hereby authorize the Fauquier County Water & Sanitation Authority herein after called COMPANY, to initiate, if necessary, debit entries for water and sewer payments from my:

**Checking**  **Savings (select one)** indicated below and the financial institution named below, hereinafter called BANK.

BANK NAME	BRANCH
CITY, STATE, ZIP	
TRANSIT/ACH NUMBER	ACCOUNT NUMBER

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

NAME(S) (PLEASE PRINT)		PHONE NUMBER
WATER/SEWER ACCOUNT NUMBER		
DATE	SIGNED	SIGNED (second name on account)

ATTACH VOIDED CHECK HERE

**\*\*NOTE: IF YOU BANK WITH A CREDIT UNION, CALL THEM FOR THE CORRECT ACH NUMBER AND BANK ACCOUNT NUMBER**