

Virginia Department of Public Utilities

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Direct Payment Plan



The Virginia Department of Public Utilities has a Direct Payment Plan that lets customers have their monthly utility payment automatically deducted from their **checking** or **savings** account each month. This service is free and it eliminates postage and late payments.

Who can sign up:

- Residential or commercial customers whose account is current

How it works:

- Each month you will receive your bill
- Your bill will indicate the amount that is going to be deducted (so you can deduct from your checking or savings account)
- Your payment will be deducted on the 5th of the month if you are a Cycle 1 customer or the 20th of the month if you are a Cycle 2 customer (or the first business day following that date)
- You can cancel at any time by notifying the Utility in writing (please provide three business days notice)

Please mail the entire form, along with a voided check or deposit ticket, to the **Virginia Department of Public Utilities**. Please use name listed on utility account.

This form is also available on our website – www.vpuc.com

Customer Name *(please print)*: _____

Account(s) # (on your bill): _____

Service Address: _____

City, State & Zip: _____

Daytime Telephone #: _____

Bank Routing # _____

Bank Account # to Debit _____

Checking Account **(ATTACH VOIDED CHECK)**

Savings Account **(ATTACH VOIDED DEPOSIT SLIP)**

Bank Name _____

Bank Address _____

I (we) authorize the Virginia Department of Public Utilities to initiate payments from my (our) checking/savings account described above. This authority is to remain in effect until I (we) notify the Virginia Department of Public Utilities in writing to terminate it. Termination will be delivered to the Virginia Department of Public Utilities in such time and manner as to afford them a reasonable opportunity to act on it (minimum of 3 business days before payment due date). I understand the Utilities will charge a NSF fee if the direct payment is reversed by the Utilities' bank for any reason.

Signature _____

Date _____