



The Town of Vienna is delighted to introduce Direct Bill Payment for Water and Sewer bills. With this option, your quarterly Water and Sewer bill can be automatically deducted from your checking or savings account.

**DIRECT BILL PAYMENT AUTHORIZATION FORM**

If you agree to use the Direct Bill Payment service, your quarterly bill will be deducted directly from your checking or savings account on the first business day after the due date. You will continue to receive a bill from the Town with information on your consumption, the amount billed and the due date for the quarter. It will be clearly marked with a **Do Not Pay** message at the bottom of the bill when the Direct Bill Payment service is in effect.

To participate in the Direct Bill Payment service, complete and sign this authorization form, attach a voided check and mail this information to Water and Sewer, attention "Billing" to the address provided below. Until you receive a bill which is clearly marked with the "Do Not Pay" message, you should continue to pay your water and sewer bill as normal.

**Your participation is subject to the following conditions:**

- You agree that any payment not honored by your bank will result in fees, penalties or other charges.
- The Direct Bill Payment service will be discontinued after the first time a deduction is not honored by your bank.
- To discontinue the Direct Bill Payment service, you must contact the Town in writing at least 15 days in advance of your bill date.

**AUTHORIZATION FOR DIRECT BILL PAYMENT SERVICE**

I have read and understand my rights and obligations as outlined in this agreement.

I authorize my financial institution, \_\_\_\_\_, to accept payment requests from the Town of Vienna for my water and sewer charges and to deduct them from my account.

Customer Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Service Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Water & Sewer Account Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fill in Bank Routing & Account Number below. Attach Voided Check.**

ROUTING NUMBER	BANK ACCOUNT NUMBER

**Mail to:** Town of Vienna Water and Sewer Department  
127 Center Street South  
Vienna, VA 22180

Questions can be directed to 703-255-6385 or [water@viennava.gov](mailto:water@viennava.gov).