



Harrisonburg Electric Commission

89 W. Bruce Street, Harrisonburg, VA 22801

Phone: 540.434.5361 Fax: 540.434.8803

harrisonburgelectric.com

Automatic Payment Authorization Agreement

I (we) hereby authorize the Harrisonburg Electric Commission (HEC) and my (our) financial institution to automatically pay my monthly electric bill from my checking or savings account. I understand that if my bank draft is denied for any reason, I will be charged a Returned Check Fee, removed from the draft program, and my service may be subject to disconnection. If disconnected I will be required to pay all balances plus a collection fee and/or deposit charges prior to restoration of service.

HEC must have this form filled out in its entirety and a VOIDED CHECK in order to process this information. If you do not have a voided check, you may get a copy of your routing number and bank account number from your bank on bank letterhead. You will be notified on your bill when the Automatic Payment becomes effective. **Please do not stop making your monthly payments until a message appears on your bill telling you we will draft your designated bank account.** We will draft your bank account on or after the due date shown on your bill.

Account Type* Checking Savings

If you have a balance due on your account, do you want it to be drafted on your due date?*

Yes No

If this is not an HEC Customer's account:

Name on Bank Account

Phone #

HEC CUSTOMER INFORMATION

Customer's Name*

HEC Account Number*

Service Address*

Apt

Daytime Phone #*

Mailing Address *(if different from service address)*

Address

Apt

City

State

Zip

If you have more than one service address (identified by multiple account-sub's) do you want all service addresses to be drafted?*

Yes No N/A

Customer's Signature*

Date*

Bank Account Holder's Signature *(if not HEC customer)*

Date

This authorization will remain in effect until Harrisonburg Electric Commission has received written notification at least ten (10) working days prior to the requested cancellation date. Harrisonburg Electric Commission retains the right to remove a customer from the Automatic Draft Program for just cause.