



Clarksburg Water Board
 1001 S. Chestnut Street
 Clarksburg, West Virginia 26301
 Phone (304) 623-3711



Quality on Tap Since 1911

Direct Payment Enrollment Form

Your Utility Account Number _____

Name _____

Street Address _____

City/State/Zip _____

Daytime Phone # _____

Please deduct payment for my Utility Bill from the following account:

Name of Financial Institution _____

Checking

Savings

Routing Number _____

Account Number _____

ENCLOSE A VOIDED CHECK OR SAVINGS DEPOSIT SLIP WITH THIS FORM

I authorize the Clarksburg Water Board to deduct payment for my Utility Bill from the account listed above. I understand that if I decide to discontinue this payment plan, I must provide written notice to the Clarksburg Water Board at 1001 S. Chestnut Street, Clarksburg WV 26301. I also understand that if funds are unavailable when requested during this automated process 2 (two) times in a 12 (twelve) month period, this payment plan will be discontinued and reenrollment eligibility for this payment method will be suspended for a 1 (one) year period.

Signature _____

Date _____

Upon receipt of this form, voided check or savings deposit slip, the automated withdraw process will begin upon your next scheduled billing. The Clarksburg Water Board will contact you at the phone number listed above if the amount to be withdrawn is 50% more than your average Utility Bill.

For Clarksburg Water Board Use Only:

Update Bank Info Tab _____ Note Account _____ Entered By _____ Date Entered _____