



# CITY OF MANASSAS

## Department of Utilities

### Authorization Agreement for Preauthorized Payments

Ana Davis – Utilities Services Manager  
CITY OF MANASSAS

**I (We)** hereby authorize the CITY OF MANASSAS to initiate the automatic bank draft to my (our) checking account indicated below, and the Bank named below to debit the same such account.

BANK \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA NO: \_\_\_\_\_ BANK ACCT NO: \_\_\_\_\_

**CUSTOMER SERVICE CAN COMPLETE THIS INFORMATION WITH ONE OF YOUR VOIDED CHECKS.**

The authority will remain in full effect until the CITY OF MANASSAS has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the CITY OF MANASSAS a reasonable opportunity to act on it.

NAME(s) \_\_\_\_\_

Utility Account # \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this form along with a void check. Please continue to pay your Utility Account. You will receive a letter informing you when your payment will be automatically deducted.

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You will continue to receive a bill each month.  
*As a reminder ...* when you receive your bill and it is stamped **direct debit do not pay** please do not remit a payment - your account will be automatically drafted.

For any additional information or questions, please call Kirsten Knowlton at (703) 257-8289.