



Karen Taylor
Treasurer

City of Emporia
OFFICE OF THE TREASURER
MUNICIPAL BUILDING – 201 S. MAIN STREET
EMPORIA, VIRGINIA 23847
PHONE 634-2349

If you would like to begin paying your utility bill by automatic bank draft, please fill out the below form. With this feature, you will continue to receive your paper bill with the date of the draft indicated on the front.

AUTHORIZATION AGREEMENT FOR DIRECT DRAFT
(PLEASE ATTACH A VOIDED CHECK TO THIS AUTHORIZATION FORM)

Utility Account Name

Utility Account Number

I/we hereby authorize the City of Emporia to initiate drafts (debit entries) to my/our
 checking savings account indicated below at the financial institution named below, and to debit the same to such account.

NAME OF BANK _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

ROUTING NUMBER _____ ACCOUNT NUMBER _____

This authorization is to remain in full force and effect until the City of Emporia has received written notification from me/us of its termination in such time and such manner as to afford the City of Emporia and the bank a reasonable opportunity to act on the request.

NAME(S) _____

DATE _____

SIGNATURE _____ SIGNATURE _____

MAIL TO: CITY OF EMPORIA
UTILITY DEPARTMENT
PO BOX 511
EMPORIA, VA 23847