



AUTOPAY IS AVAILABLE!

Dear Customer:

As a continuing effort to provide our customers with the most efficient services possible, the Town of Altavista is now offering an automated payment processing option for paying your utility bills. This is a **FREE** service.

A form is included on the reverse side of this notification for you to complete if you are interested in signing up for automatic payment withdrawals (Auto-Pay).

Customers enrolled in Auto-Pay will continue to receive billing cards; however, the amount due will be automatically deducted from your checking account on or shortly after the due date printed on your bill.

An Auto-Pay application form can also be downloaded from our website at www.altavistava.gov. Simply click on the "Residents" tab on the Home Page and select "Utilities." Complete the form and return it to our office for processing. Please remember to include a voided check and allow 10 days to process your request.

We hope that you will consider signing up for our Auto-Pay plan. Please note that any personal information provided, including banking account numbers, is protected and confidential.

If you have any questions about this new service, please call the Town Hall at 434-369-5001, and someone can assist you.

Sincerely,

Tobie Shelton

Tobie Shelton
Finance Director