



Automatic Bank Draft Authorization

RGC Resources and its affiliates* now offer Automatic Bank Draft of your monthly bill. Having your bill drafted is quick, easy and convenient and will free you of the hassles of writing a monthly check or visiting our office to make your payment.

The bank draft program works like this. On the last pay date of your bill, the amount of your bill (or your monthly budget payment if you are on the budget plan) will automatically be deducted from your bank account. You will still receive your bill. Continue to pay your bill until the following message is printed on your bill:

**“The amount due will be transferred from your bank account.
PLEASE DO NOT PAY”**

This is offered to our customers free of service charge.**

To enroll in the automatic bank draft program, simply complete the attached authorization card, attach a check marked void (for savings accounts, please enclose a deposit slip) and drop the card off at our office or mail it back to our office at P.O. Box 13007, Roanoke, VA 24030.

Note: If you have more than one account and wish to have drafts drawn on all account, please list all account numbers on the attached form.

*RGC Resources current affiliates include Roanoke Gas Company and others.

**If sufficient funds are not in your account on the date your bank account is drafted, you will be subject to a returned check/draft fee.

Bank Draft Authorization Card

I (we) hereby give authority to RGC Resources and its affiliates, hereinafter call “Company,” to initiate drafts against my (our) account at the financial institution listed below. Until this authority is revoked in writing and received by the Company at least 15 working days prior to a presentation of the draft, your financial institution is authorized to pay these drafts when so drawn and presented for payment and to charge same to my account.

Signature(s) Date

Please print the information requested below:

Customer Name (Last) (First) (Middle I)

Account Number(s) Please circle type of bank account: Checking Savings

Service Address

Mailing Address (if different from service address)

Name of Financial Institution

Bank Account Number

**REMEMBER TO INCLUDE A VOID CHECK
(OR DEPOSIT SLIP FOR SAVINGS ACCOUNT) WITH
THIS FORM**

Be sure to:

- Sign the form
- Include a voided check if using your checking account
- Include a voided deposit slip if using your savings account

Mail the completed form with your voided check or deposit slip to:

**Customer Service
Roanoke Gas Company
P.O. Box 13007
Roanoke, VA 24030**