



**ACH Debit
Terms and Conditions
Effective June 1, 2020**

This is an automated payment agreement designed to facilitate electronic payments for Performance Bonds, Erosion and Sediment Control Bonds, Land Development Applications and Building, Trade (e.g., electrical, gas, plumbing, mechanical), and Grading Permits. You will need to complete the following form and provide a voided blank check. In so doing, you agree to the below terms and conditions:

- There is no charge for enrolling for electronic ACH payments.
- The ACH Debit Authorization Agreement Form establishes the bank account to be debited and the agent authorized to act on behalf of the company.
- The amount debited and the account the funds will be applied to is based on an individual occurrence as specified on the ACH Debit Form.
- You may cancel this agreement at any time.
- Your bond(s), application(s) or building, trade (e.g., electrical, gas, plumbing), and grading permit(s) may not reflect payment for up to 1 business day after your bank account has been auto-debited.
- The payment amount requested will be applied to the bond number, application(s) or permit(s) listed on the ACH Debit form you provided within 1-3 business days from receipt of the form.
- You must ensure that sufficient funds are available when your bank account is debited.
- The County of Loudoun will only attempt the auto-debit once, and if the ACH transaction is rejected/ returned from the bank for any reason, a \$40.00 fee will be assessed and a Certified Check will have to be delivered to the County of Loudoun Building and Development Financial Team.
- This Debit Authorization Agreement remains in effect until the County of Loudoun Building and Development Financial Team receives notification in writing of its termination.
- A new ACH Debit Authorization Agreement must be submitted if there are changes to the name on the bank account, bank account information or authorized agent.

Once a payment is processed you will receive an e-mail confirmation. If you have any questions regarding this process please contact Sally.Pearson1@loudoun.gov, 703-737-8340, or Terri.Smithson@loudoun.gov, 703-777-0520.



Loudoun County
 Department of Building & Development
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0118 □ bad@loudoun.gov

ACH Debit Authorization Agreement

Purpose of Form New Enrollment

Company Information

 Company Name Name of Company's Authorized Agent Authorized Agent's Phone Number

Bank Account Information

 Name on Bank Account Business Phone Cell Phone

 Address City State Zip Code E-mail Address

Bank Account:

 Name of Financial Institution:

Checking (Attach Voided Check)

 Routing Number (9) Digits Bank Account Number:

I have read and agree to the Terms and Conditions and this ACH Debit Authorization Agreement, which authorizes and governs ACH debits, initiated by the County of Loudoun, to the Company/Individual bank account indicated above. I certify that I am an authorized user of the bank account indicated above and will not dispute the agent authorized transactions with my bank, so long as the transactions correspond to the terms and conditions. This ACH Debit Authorization Agreement remains in effect until I provide the County of Loudoun Building and Development Financial Team notification in writing of its termination. I acknowledge that a new ACH Debit Authorization Agreement must be submitted if there are changes to the name on the bank account, bank account information or authorized agent. Both parties agree to be bound by [NACHA Operating Rules](#) as they pertain to all ACH transactions initiated by the County of Loudoun, and acknowledge that the origination of ACH transactions to the listed account must comply with provisions of U.S. law.

 Authorized Agent Signature Authorized Agent E-mail Address Date

Your new enrollment will begin upon receipt of this form and voided check.

This form requires financial information. Do not e-mail this form.

To enroll, please read the Terms and Conditions, complete and sign this form, and attach a voided check,

Mail: County Of Loudoun
 Department of Building & Development
 Attention: B&D Financial Team
 1 Harrison Street, S.E. MSC #60
 P.O. Box 7000, Leesburg, VA 20177-7000

Drop Off: Label Attention: B&D Financial Team
 Place in after-hours Loudoun County
 Treasurer's Office depository box
 located outside of the Government
 Center, along Harrison Street