

Dinwiddie County Water Authority
23008 Airpark Drive
North Dinwiddie, Va. 23803-6926
Tel. (804) 861-0998
Fax (804) 861-4270

RETURNED CHECK POLICY

1. The Authority's return check charge is \$50.00 effective March 1, 2011.
2. When the Authority receives the first returned check for an account, the customer will be notified and required to make payment within five (5) working days. Payment will be the total outstanding balance plus the return check charge. In the event there was a bank error, the customer is required to provide appropriate bank documentation.
3. If there is a second offense within six (6) months, the customer will be required to pay by cash, credit card or money order for the next six (6) months.
4. If there is another offense within the next six (6) months for a total of three offenses within a year, the customer will be required to pay by cash, credit card or money order for the next one year. At the end of the year timeframe, the customer may request in writing to be allowed to use personal checks a payment. In addition, the customer will also be required to post a deposit equal to three month's bills with the minimum being \$150.00. This deposit will be held until the account is closed and paid in full and will not bear interest.
5. In the event a check is returned that was used to pay for a previous balance, service will be immediately disconnected upon notification. If the check was returned, essentially the past due amount was never paid. The account will be considered as having gone into cut-off status on the cut-off date. The entire account balance will become due and payable in full, plus the \$50.00 returned check fee, and also the \$50.00 reconnection fee.
6. All written requests to be reinstated to pay by check must be addressed to the executive director at:

Dinwiddie County Water Authority
Attn: Robert B. Wilson
23008 Airpark Drive
North Dinwiddie, VA 23803