

City of Pooler
(912) 748-7261



100 SW Highway 80
Pooler, Georgia 31322

Application for Automatic Draft Payments

Name on Utility Account: _____ Account # _____

Home Phone #: _____ Cell Phone #: _____

Checking Account Draft (please attach a voided check)

Name on Checking Account _____

Name of Bank _____ Checking Account # _____

I authorize the City of Pooler to automatically draft my utility bill payment from my account indicated above. I understand that it is my responsibility to ensure sufficient funds are available for the payment and to notify the City of Pooler of changes to my banking information. Failure to do so may result in a voided transaction and late fees may accrue unless payment is made through some other means before the due date.

Signature of bank account owner

Date

**Automatic Draft Payments will begin within 1-2 billing cycles after your application is processed.
Your bill will indicate if the payment will be drafted.**

**If funds are unavailable at the time of draft, a \$25.00 NSF fee will be applied to your utility account
and your automatic draft will be cancelled until we receive a new application.**

**Cancellation of your automatic draft service must be made in writing and will become effective immediately
unless ACH file has already been sent to the bank (usually within 2 business days of due date).**

***** You will still receive a monthly bill. Payments will be drafted on the due date of the bill *****

For Office Use Only

Date Received: _____ Date Processed _____ Effective Date: _____