

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 #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**\*\*\*\*\*Checking Account Draft (Please attach a pre-printed, voided check or an authorization form from your financial institution to ensure prompt processing. Checks that are not pre-printed will not be accepted.)**

Name on Checking Account \_\_\_\_\_

Name of Bank \_\_\_\_\_ Checking Account # \_\_\_\_\_  
Routing Number \_\_\_\_\_

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 no later than 1-2 billing cycles after your application is processed.  
\*\*\*Your bill will indicate in bold print if the payment is due to be drafted.**

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

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

**\*\*\* You will still receive a monthly bill. Payments will be drafted on the due date of the bill. \*\*\*  
(Note: if the due date falls on a weekend or holiday, the draft will be taken on the following business day.)**

\_\_\_\_\_  
For Office Use Only

Date Received: \_\_\_\_\_ Date Processed \_\_\_\_\_ Effective Date: \_\_\_\_\_