



**CITY OF POOLER**  
**UTILITY BILLING DEPARTMENT**  
**100 US HWY 80 SW,**  
**POOLER, GEORGIA 31322**  
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## **Cancellation of Auto-Draft (ACH)**

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 into the bank (usually 2 business days prior to the due date).

Today's Date: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing below, I acknowledge that I am the account holder, and accept all responsibility pertaining to this request. My signature authorizes the termination of automatic withdrawal from my checking or savings account.

Customer Signature \_\_\_\_\_

*For Office Use Only*

*Received date:* \_\_\_\_\_

*Received by:* \_\_\_\_\_

*Processed by:* \_\_\_\_\_

*Processed Date:* \_\_\_\_\_