



Automatic Draft Payment Application

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Updated JUNE 2023

NOTICE TO APPLICANTS

All requested information is required to process this application.

To ensure prompt processing of checking/savings account drafts, applicant must attach a pre-printed, voided check or authorization form from the applicant's financial institution. Checks/forms must have the bank account holder's name, ACH routing number, and checking/savings account number. **Checks that are not pre-printed will not be accepted.**

If the applicant has already set up an automatic credit card draft online, it must be canceled before this application can be processed. The City is unable to process that change for an applicant.

Automatic draft payments will begin within one to two billing cycles after the application is received. The applicant's bill will indicate in bold print if the payment is due to be drafted. To avoid missed payments or overpayments, please contact our office if you have any questions regarding the first draft date.

If funds are unavailable at the time of draft, a \$35.00 returned item fee will be applied to the applicant's utility account and the automatic draft will be canceled until we receive a new application.

Cancellation by the client of automatic draft service must be made in writing (see cancellation form) and will become effective immediately unless the ACH (bank) file has already been processed for payment (usually two business days prior to the due date). Bank holidays may affect this timeframe.

The applicant will still receive a monthly bill. Payments will be drafted on the bill due date (5th or 20th of the month, per the applicant's particular billing cycle). If the due date falls on a weekend or holiday, the draft will be deducted on the following business day.

OFFICE USE ONLY

Date Received: _____ Date Processed: _____ Date Effective: _____

Name on Utility Account

Utility Account Number

Email

Cellular Phone

Account Address

Home Phone

I authorize the City of Pooler to automatically draft my utility bill payment from the account indicated above. I understand that it is my responsibility to ensure sufficient funds are available for payment and to notify the City of Pooler in writing of any changes to my banking information in a timely manner. Failure to do so may result in a voided/returned transaction, and late/disconnect fees may apply unless payment is made on the utility account by the due date. I have read and agree to the full terms of service as put forth on the application.

Applicant Name

Applicant Signature

Date