

Automatic Draft Payment (ACH) Application

Page 1 of 1

Updated JUNE 2023

NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. **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 or overpayments, please contact our office with any questions draft dates. 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 a new application is received.

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 the following business day.

OFFICE USE ONLY		
Date Received:	Date Processed:	Date Effective:
Name on Utility Account	Utility Account Number	Phone
Utility Account Address		Email
Name on Checking Account		Name of Bank
Routing Number		Checking Account Number
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