



# Automatic Draft Payment (ACH) Cancellation

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Updated **JUNE 2023**

## NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. 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).

## OFFICE USE ONLY

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

Received by: \_\_\_\_\_ Processed by: \_\_\_\_\_

## Applicant Information

\_\_\_\_\_  
Name on Utility Account

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cellular Phone

\_\_\_\_\_  
Account Address

\_\_\_\_\_  
Home Phone

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.

\_\_\_\_\_  
Account Holder Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date