

An easier way to pay your water utility bill –



**CITY OF WEST PALM BEACH
AUTOMATIC BANK DRAFTING AUTHORIZATION
AGREEMENT**

AUTOMATIC BANK DRAFT FORM

With our free Automatic Bank Draft service, your West Palm Beach utility bill will be automatically paid from your checking account. Just complete this application, return it to us and start enjoying these benefits:

- No checks to write or postage to pay.
- No more monthly trips to pay your bills in person.
- No more embarrassment because you forgot to pay your bill.
- Even when you are away from home or sick, your West Palm Beach utility bill will be paid and your credit protected.

With Automatic Bank Drafting you will continue to receive a monthly statement by mail. Each month, 10 days after your bill date, your payment will be deducted from your bank account. That gives you plenty of time to review the statement and call a Water Utility Customer Service representative if you have any questions. **Any disputed charges must be brought to the attention of Customer Service within 10 days of the bill date to prevent your bank account from being drafted. If Customer Service is not notified within 10 days of the bill date, the charges may be deducted and any adjustments, if any, will be made to the following month's bill. Customer Service-(561) 822- 1300**

AUTHORIZATION FORM: To begin using Automatic Bank Drafting, complete this authorization form, add any additional service addresses and account numbers on the back and return it to Public Utilities Department. **If Applicable, remember to attach a voided check from your checking account.**

You will know your Automatic Bank Draft is in effect when you see a notice **"YOUR BANK ACCOUNT WILL BE AUTOMATICALLY DRAFTED AFTER ..."** printed on your bill. Please remember to notify us when you change banks or bank accounts.

Mail To: City of West Palm Beach
Customer Service Department
P.O. Box 3506
West Palm Beach, FL 33402

I, _____ authorize
(Print Your Name)

The City of West Palm Beach and my financial institution identified below to automatically deduct payment from the account specified below for charges incurred at my service address(s).

Daytime telephone number _____

Bank Name _____

ACH ROUTING # _____

ACH BANK ACCOUNT # _____

I understand that payment will be deducted 10 days from the date billed. I also understand that I will be subject the current returned transaction fee then in effect if funds are not available at the time of the draft. Your bank may also charge return transaction fees.

If I choose to cancel Automatic Bank Drafting, I must submit any termination request in writing, by mail, fax, or e-mail, giving an effective date for the termination.

I also understand the City of West Palm Beach reserves the right to terminate the automatic deductions.

AUTOMATIC BANK DRAFTING WILL GO INTO EFFECT WITH NEXT BILLING CYCLE. ANY UNPAID BALANCES WILL DRAFT AT THAT TIME AND MAY BE SUBJECT TO ANY APPLICABLE FEES.

I have read and agree to this authorization.

Authorized signature: _____
(Signature)

Date: _____

Service Address: _____

Utility Account # _____

For additional services to be drafted from this same account, use reverse side.

For office use only
Completed by _____ Date _____

ADDITIONAL ACCOUNTS FOR DRAFTING

Utility Account # _____ Service Address: _____

Utility Account # _____ Service Address: _____

Utility Account # _____ Service Address: _____

Utility Account # _____ Service Address: _____

Utility Account # _____ Service Address: _____

Utility Account # _____ Service Address: _____

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