



# CITY OF PELL CITY

1905 First Avenue North • Pell City, Alabama 35125 Phone: 205.338.2244

visit us at [www.ePell.net](http://www.ePell.net)

## BANK DRAFT AUTHORIZATION FORM

The City of Pell City offers an easy and convenient way to pay your water bill. Through bank drafting, your monthly bill is withdrawn automatically from your checking and/or savings account. You will continue to be provided a monthly bill showing your current charges. Because payment is automatic, there are no late fees or postage costs. This service is provided to you free of charge.

### INSTRUCTIONS:

- Complete the authorization form below.
- To authorize payment from checking/savings account, provide account information along with a blank check marked **VOID**.
- Payments will be deducted from checking/savings account on the due date (15<sup>th</sup>) or the first business day following the due date. The applicable due date will be shown on your monthly utility bill.
- If we receive two (2) returned bank drafts as unpaid for any reason, you will be taken off the bank draft program. The customer will be charged a \$30.00 fee per each rejected ACH payment.
- Upon successful enrollment in the program, the first bank draft will occur at the next stated due date. If the enrollment form is received after the 10<sup>th</sup> of the month, the City will draft your account the following month on the due date or the first business day following the due date.
- You may cancel your participation at anytime by completing a "Bank Draft Cancellation Form" available at City Hall or online.

### Drafting AUTHORIZATION FORM (Return to the City of Pell City)

Customer Name (as it appears on your bill)

Account Number (as it appears on your bill)

Service Address

Daytime Telephone Number

Email Address

Alternate Telephone Number

**Bank Information:** Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Bank Name

Bank ABA Routing Number

Name on Bank Account

Bank Account Number

I authorize the City of Pell City and the financial institution designated on this authorization form to withdraw from my checking/savings account payment of my utility bill. I understand that both the financial institution and the City of Pell City reserve the right to terminate this payment plan and/or participation herein. I also understand that at any time I may elect to discontinue my enrollment in this plan by completing and submitting a "Bank Draft Cancellation Form". **OPT OUT OF BILL PRINT (check box)** ☐

Signature (of bank account holder)

Signature Date

To ensure the highest level of security regarding your bank information, our preferred method of receiving a voided check is to deliver it in person to our office or place it in our drop-box. We will accept a scanned and emailed, faxed or mailed version of your voided check. However, you are responsible for contacting the Water Billing Office to ensure receipt of your information.