

BANK DRAFT ENROLLMENT
FORM

Utility Account Name

Utility Account #

Bank Routing #

Bank Account #

***** A voided check (or a copy made in person at City Hall) must be attached to this form. *****

This information must be turned in by the 20th of the month to be activated for the next payment. If this information is turned in after the 20th of the month, it will not be activated for the next bill due on the 15th.

***** Water accounts enrolled in automatic draft will be drafted as early as the 12th of each month. Actual draft date will vary dependent upon weekends, holidays, and when the account holder's (your) bank drafts the account. *****

***** If any changes to the account information are necessary, then a new form must be filled out at City Hall, no exceptions. *****

I, (please print name) _____ certify that I have read and understand the above information and give the City of Rincon permission and authority to draft periodic payments for the above mentioned utility account. I also understand that to cancel this automatic draft, I will have to give written notification by completing the "Bank Draft Termination Form" at City Hall.

Signature of Bank Account Holder

Date

FOR OFFICE USE ONLY
Received by:

Staff Signature

Date