

**An easier way to pay your water utility bill –**



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

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

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 # \_\_\_\_\_

Start Date New ACH \_\_\_\_\_

Stop Date Active ACH \_\_\_\_\_  
If applicable

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.

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: \_\_\_\_\_