

City of Ellaville Automatic Bill Payment

Why would I want to sign up for Automatic Bill Payment?

By signing up for our automatic bill payment plan, your monthly utility bill will automatically be deducted from the checking or savings account of your choice on the due date. You will eliminate the need to write a check every month, purchase stamps, and make trips to the mailbox. Once enrolled, you'll never have to worry about paying your bill because everything is taken care of automatically.

Will I receive a monthly statement?

Yes. Your monthly statement will be mailed to you as usual on the first of the month.

What is the process to sign up?

Complete the attached form. The name on the bill must agree with a name on the bank account.

Attach a voided check or savings withdrawal slip. Send completed form to our office.

Once the form has been received by our office, a "pre-note" is performed which will send a \$0.00 entry to your bank account to verify that proper bank and account numbers have been entered.

Please allow 1 to 2 billing cycles for processing your application. You will be contacted by City Hall when the draft process will begin.

To sign up for City of Ellaville Automatic Bill Payment, please complete the form, attach a voided check or savings withdrawal slip, sign the form, and return it to City of Ellaville, P.O. Box 839, Ellaville, GA 31806. Please print.

Name \_\_\_\_\_ Bank Name \_\_\_\_\_  
(Must agree with name on bank account and on bill)

Address \_\_\_\_\_ Bank Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Bank Account # \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ This is a \_\_\_\_Checking \_\_\_\_Savings account.

I hereby authorize the above named Financial Institution to pay my monthly utility bill by charging each payment to my account. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in writing. I understand that either the financial institution or the City of Ellaville reserves the right to terminate this payment plan. A \$25.00 Non-Sufficient Funds fee will be charged, if applicable.

Signature \_\_\_\_\_ Date \_\_\_\_\_