

Automatic Payment Application

What is an Automatic Payment?

It is a means of having your bank automatically deduct water and sewer (if applicable) fees from your bank account.

What are the benefits?

Having automatic payment is the most convenient way to make utility payments. You will save time, will not have to remember to write a check, and your automatic payment will always be on time.

How do I authorize the Automatic Payments?

Complete the authorization form that is part of this brochure. Send it, along with a **blank check** on which you have written "**VOID**", to the address at the bottom of the authorization form. Once the bank starts deducting payments, there will be itemized listings on your bank statements.

On what day will my bank account be debited and for how much?

We will inform you of your payment due date and will debit your account on that date. The amount deducted will be your current amount due.

What if I change my mind later and want to cancel this service?

Contact Orange City Utilities and request in writing to cancel your autopay (with your signature). Then you will begin receiving billing statements. Please be aware that it may take up to 30 days to discontinue electronic debits, so there may be one more automatic payment deduction before receiving payment due statements.

PLEASE NOTE: Your voided check, bank name, and account number are needed in order to set up your Automatic Payment.

Orange City Utilities

205 East Graves Avenue
Orange City, Florida 32763

Phone: (386) 775-5444 Fax: (386) 775-5420 Web site: www.ourorangecity.com

Authorization for Automatic Payment

CUSTOMER INFORMATION

Account number:				
Customer Name:				
Service Address:				
	Street	City	State	Zip
	Telephone: ()			
	Email Address:			
Mailing Address:				
(If different than above)	Street	City	State	Zip

I authorize the following financial institute to accept the fund transfers and charge my checking or savings account as shown below to pay Orange City Utilities water and sewer bills or to credit my account for any necessary corrections. This authorization is in effect until cancelled in writing.

Financial Institution: _____

Bank Account Number: _____ Bank Routing Number: _____

Type of Account: Checking ☐ Savings ☐

Signature: _____ Date: _____

(Signature required for processing. Must be authorized signer on bank account.)

IMPORTANT: Return this form and a voided check to:

Orange City Utilities
205 East Graves Avenue
Orange City, Florida 32763