

# City of Northport Alabama

Department of Public Works - Water & Sewer Divisions

P. O. Box 627

Northport, Alabama 35476

(205) 339 - 7024

Dear Valued Customer;

We are pleased to announce the City of Northport Department of Public Works, Water & Sewer Divisions will be offering an **Automatic Bank Draft Plan**, beginning November 1, 2002.

Here's how it works! With our **Automatic Bank Draft Plan**, the amount of your water, sewer and garbage bill is automatically drafted from your bank account every month. We simply send you a bill each month as we always have. Then approximately 15 days later, your bank account is deducted for the amount of your bill. The bank draft will be shown on your monthly bank statement the same way as if a check had been written.

With the City of Northport's **Automatic Bank Draft Plan** you will never have to worry about writing a check, due dates, traffic jams, long lines, postal rate increases or your payment being lost in the mail.

## **Say YES and Save Time and Money**

- ✓ **Yes**, the service is *absolutely free*
- ✓ **Yes**, you will continue to receive a bill each month
- ✓ **Yes**, it saves you a trip to the Post Office
- ✓ **Yes**, it saves you the cost of postage stamps and envelopes
- ✓ **Yes**, you have a **10-day grace period** from your billing date to question any charges before the bank draft and/or to have that month's draft suspended
- ✓ **Yes**, you may cancel at any time

If you would like to authorize **Automatic Bank Draft** for your water, sewer and garbage utility bill payment, please complete the **Bank Draft Authorization Form** on the **reverse side** and forward to the address above or simply bring it by our office. Remember to include a **voided blank check** with your correct Checking or Savings Account Number.

If you have any questions concerning **Automatic Bank Draft**, please feel free to call one of our Customer Service Representatives at 339 - 7024. As always, it is a pleasure to serve you.

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## **BANK DRAFT AUTHORIZATION FORM**

To take advantage of the speed, convenience and cost savings of direct payment of your water, sewer and garbage bill, and at no cost to you, please fill in the following and return to the City of Northport Billing Office, P.O. Box 627, Northport, Alabama 35476 or you may drop it by the office at 3500 McFarland Boulevard, Northport, Alabama.

**Be sure to include a voided check for verification.**

**PLEASE PRINT**

Name (as it appears on your Utility Account)

\_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Utility Customer Number: \_\_\_\_\_

Bank Name or Financial Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

✓ Type of Account: Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

I, the undersigned, hereby grant authority to the City of Northport Department of Public Works, Water and Sewer Divisions, to initiate debit entries to my Checking or Savings Account, as indicated above.

I hereby request that a payment for my Utility Service be drawn from my account electronically every month from this time forward, unless an arrangement is made to discontinue this service.

In the event the draft is rejected and returned to the City of Northport by our bank for any reason (insufficient funds, account closed, etc.), I accept responsibility to remit payment amount plus service charges to the City of Northport in a timely manner upon notification.

This authorization is to remain in full force and effect until the City of Northport has received written notification from me of its termination in such time and in such manner as to afford the City of Northport and the Depository a reasonable opportunity to act on it.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>CSR:</b>	<b>DOE:</b>
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