



ACH RECURRING PAYMENT AUTHORIZATION FORM

p o box 46
powder springs ga 30127

Schedule your payment to be automatically deducted from your checking or savings account on the billing due date every three months. Just complete and SIGN this form to get started. There is no charge and you may discontinue at any time. If you have any questions, just give our billing department a call at 770-943-1666.

Please check ONE:

- NEW**— I would like to participate in the Auto Debit Program. I understand that the quarterly debit will be my total utility bill balance.
- CHANGE**— Please make changes to my Auto Debit Account as indicated below.
- STOP**— Please stop my participation in the Auto Debit Program.

Name(s) on Account: _____

Service Address: _____

Utility Billing Account Number(s): _____ Phone Number: _____

Email Address: _____

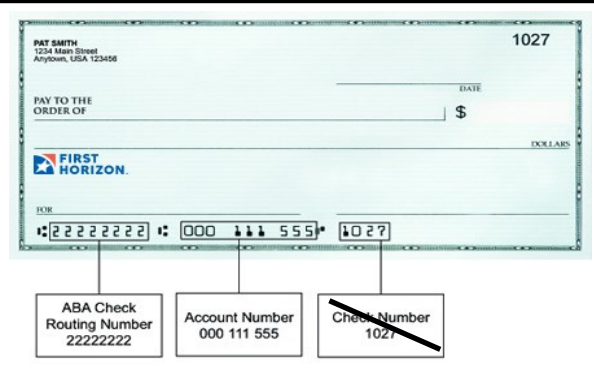
Account Type: Checking Savings

Name(s) on Account: _____

Financial Institution Name: _____

Routing Number: _____

Account Number: _____



Authorized Signature: _____ **Date:** _____

The above signature authorizes the City of Powder Springs Finance Dept. to initiate periodic withdrawals from the above account for payment of sanitation and/or street light bills. This authorization will remain in effect until notice of termination is given to the Finance Dept. It is the customer's responsibility to notify the Finance Dept. of bank account changes in writing or in person **at least 3 days prior** to bill due date.

SUBMIT FORM VIA EMAIL TO: UBCLERK@CityofPowderSprings.org
Or MAIL TO: CITY OF POWDER SPRINGS, P.O. BOX 46, POWDER SPRINGS, GA 30127

NOTE: Completed form must be submitted **at least 15 days prior** to the next billing due date to take effect for that quarter. Otherwise, please submit proper payment to avoid late fees.