

# DRAFT PAYMENT PLAN FORM

## *Authorization Agreement for Prearranged Payments (Debits)*

Name: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### CHECKING ACCOUNT INFORMATION:

Name of Bank: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Banking Routing Number: \_\_\_\_\_

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

**PLEASE ATTACH A ...**

**“Voided Check”** for the Checking Account listed above  
**A Copy of the Driver’s License**

### PLEASE READ, INITIAL & SIGN

\_\_\_\_\_ I hereby authorize the City of Leesburg Utility Billing Department to automatically debit my bank account for payment of monthly utility bill. This authorization is to remain in full force and effect until the Utility Department has received written notification of its termination in such time and manner as to afford the Utility Department and the applicable Financial Institution a reasonable opportunity to act.

\_\_\_\_\_ I understand the Utility Department will continue to send me a monthly bill before my bank account is charged and that I have the right to stop a debit by notifying the City of Leesburg Utility Billing Department at any time up to three banking days before the scheduled date of the debit.

\_\_\_\_\_ I understand that my bank account will be debited on the 10<sup>th</sup> of the month, or in the event that is a weekend or holiday, the following business day. I further understand that the Utility Department may impose a processing fee and any applicable penalties in the event that a debit entry is not paid by my financial institution.

\_\_\_\_\_ I understand that when I sign up for the Draft, I am responsible for any bills and/or late fees that are due on my account until the Draft takes effect. The Draft goes in as a “Pre-Note” the first month and then if all information is correct, the “Draft” will take effect the following month.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_