



# CHARLOTTE COUNTY UTILITIES

(941) 764-4300 • (800) 524-3494 • TDD (941) 764-4535

P. O. Box 516000  
Punta Gorda FL, 33951-6000

## AUTOMATIC BANK DRAFT AUTHORIZATION

Charlotte County utilities can automatically draft your monthly utility payment at no charge. Charlotte County Utilities does not charge for this service, but before enrolling, please check with your bank to see if they charge for automatic debit service from your bank account. Automatic bank draft can be done using a checking or savings account from any United States Bank.

Please continue to pay your monthly bill as usual until you see the message "DO NOT PAY – account is being drafted for the amount owed". It may take two (2) billing cycles before your first draft is made.

The amount shown on your monthly bill will be debited on the bill DUE DATE printed on each monthly bill. Please be advised if the automatic payment is not honored by your bank, your bank will return the automatic payment just as if you had a returned check. Also, if you close or change your bank account without notifying Charlotte County Utilities, you may be subject to charges from both Charlotte County Utilities and your bank. It is your responsibility to notify and update Charlotte County Utilities when your bank closes or merges with another bank that results in a change to your bank account information.

You may cancel your participation in this program in writing at any time.

**DO NOT EMAIL FORM , EMAILS ARE CONSIDERED PUBLIC RECORD – FOR YOUR SECURITY, PLEASE MAIL YOUR VOIDED CHECK AND COMPLETED FORM TO THE MAILING ADDRESS LISTED AT TOP OF FORM**

- I hereby authorize Charlotte County Utilities to initiate debit entry charges to my bank account and my bank to accept and post such charges and/or credits for utility bills rendered by Charlotte County Utilities.\*
- I have the right to stop payment of debit entry charges by notifying Charlotte County Utilities, in writing, prior to my bank account being debited.
- I understand that this authority will remain in effect until Charlotte County Utilities receives notification in writing from me to make any changes or choose to withdraw from the program and I must notify Charlotte County Utilities and allow a reasonable amount of time for Charlotte County Utilities and the bank to cancel the automatic bank draft authorization.
- I understand that Charlotte County Utilities may impose a fee in the event my bank does not pay a debit and may cancel my participation in this program.

PLEASE CHECK ONE:  New Application  Change Bank or Bank Account Information

Effective Enrollment/Change Date: \_\_\_\_\_ Account Type:  Checking  Savings

CCU Account No: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Phone No: \_\_\_\_\_

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

Bank Transit/ABA No: \_\_\_\_\_ Bank Account No: \_\_\_\_\_

Please include a **voided check** or **account verification letter** from your bank showing the correct routing and account numbers. Please write "VOID" across the check and in the space for your signature. **(A deposit slip or starter check will not be accepted.)** We are unable to process your application without this information.

*By signing below, I agree to the terms of the service stated above. I confirm that I am the person signing below and that I have the authority to do so.*

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

\*Charlotte County Utilities reserves the right to refuse customer participation in this program.