



CITY OF PUNTA GORDA

BILLING AND COLLECTIONS

126 HARVEY ST

PUNTA GORDA, FL 33950

(941) 639-2528

FAX: (941) 575-5042

PGCollections@CityofPuntaGordaFL.com

Bank Draft Authorization

Simply complete the authorization form and return it, **along with a voided check**, to the Billing and Collections Department.

Bank Drafting should begin with the next billing cycle after we receive the completed form. Please continue to pay your bills the way you normally would until you receive a bill imprinted with the words "Bank Draft- Do Not Pay".

Approximately fifteen (15) days after the bill date, the funds to pay your bill will be transferred from your bank account. For your convenience, you will continue to receive monthly bills, indicating the bill will be drafted. If you have questions about your bill or draft, please contact the Billing and Collections Department.

Please note, if you have more than one account with the City, separate forms are required. Final bills will be drafted. A service charge will be added to the utility account in the event the bank cannot process a draft due to the lack of available funds in your bank account.

I (We) hereby authorize the City of Punta Gorda to initiate debits to, and the bank indicated below to debit the amounts of monthly utility bills to my (our) account. I understand that it is my responsibility to notify the Billing and Collections Department if I change banks or account numbers by mailing in a new voided check.

Name: _____

Service Address: _____

Telephone Number: _____

Bank Account Number: _____

Bank Routing Number: _____

Bank Name: _____

Utility Account Number: _____

Cycle/Route Number _____

Signature: _____

Date _____

This authority is to remain in effect until the City has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Bank a reasonable opportunity to act on it, or until the City has sent me (or either of us) ten (10) days written notice of the Bank's termination of this agreement.