

Introducing...

Bank Drafting

The easiest, most convenient way to pay your water bill.

Your water bill is automatically paid from your U.S. bank account on the day it is due. You still receive a regular monthly statement, but instead of writing a check, you will simply deduct the amount due from your account balance.

No more checks, postage or waiting in line!

To sign up for Bank Drafting, simply complete this order form, read the terms and conditions listed below, include a voided check and mail or fax the application below to the Utility Billing Division at 407-260-3451. Continue to pay your bill as you do now until you see the words "Bank Draft" on the top right corner of your statement.

For additional information, about this time saving program, contact the Utility Billing Division at 407-260-3470.

Terms and Conditions

City utility customers with an active checking or savings account drawn on a U.S. financial institution, are eligible for bank Drafting. There is no charge from the City for this service. However, additional charges may be assessed for automatic withdrawal transactions by your financial institution. Customers are responsible for inquiring with their financial institution before enrolling in the plan.

Your monthly statement will continue to be mailed to you. "Bank Draft" will be printed in the top right corner of the statement, and where the "Total Amount Due" is shown it will say "Bank Account Drafted For" indicating that this amount will be deducted from your bank account on or about the DUE DATE. Until this information prints on your bill, continue to mail in payments by check.

If your payment is not honored by your financial institution for any reason it will be treated like a returned check. The maximum charge allowed by Florida Statutes will be levied for each occurrence of a non-paid debit. Additionally, there will be a reconnection charge should the utility services be interrupted due to nonpayment. The City reserves the right to remove any account from the plan which has incurred three insufficient non-paid withdrawals. These accounts will be notified in writing of this event.

Payments will be drawn upon the bank account authorized at the time of billing.

If you discontinue service, it will be necessary for you to pay your last statement with cash, check or money order. Your final bill can not be paid through Bank Drafting.

**City of Longwood Utility Billing Division
155 West Warren Avenue
Longwood, FL 32750
407-260-3470**

City Account Number (Attach a list if you have multiple accounts)

Name of Bank

Name on Bank Account

Bank Account Number

Account Type:

_____ **Checking (enclose a bank check marked "Void")**

_____ **Savings (please contact your bank for the appropriate routing transit and bank account numbers)**

ABA Routing Number: _____

Social Security Number: _____ - _____ - _____

Daytime Phone Number

Evening Phone Number

I have read and understand the terms and conditions, and hereby authorize my financial institution to debit my account in the name of the City of Longwood.

Signature

Date

**Please Return to:
City of Longwood Utility Billing Service
P.O. Box 520548
Longwood, FL 32750
Phone 407-260-3470 ● Fax 407-260-3451**