



# AUTOMATIC DRAFT AUTHORIZATION

Utility Billing Name \_\_\_\_\_ Account # \_\_\_\_\_

Name of Bank Account/Card Holder (if different) \_\_\_\_\_

Telephone \_\_\_\_\_  C  H  W

Email \_\_\_\_\_

I hereby authorize Forte Payment Systems (on behalf of the City of Towanda) to draft my bank account or debit/credit card, as recorded below, monthly for the utility account referenced above. This Authorization will remain in effect until the City receives my written cancellation notice. I agree that the City shall be fully protected in honoring any draft drawn in accordance with these instructions. I agree that The City's rights and treatment of such drafts shall be the same as if they were signed personally by me. I understand that the authorized amount is subject to change annually.

Any returned payment will be charged a \$20.00 returned payment fee, and replacement payment must be made by cash, certified check, or money order.

A level value will be factored from your account's previous year's monthly average. This level value will be the amount drafted January - November. December's monthly payment will factor in any credit or balance due from your actual usage between January and November.

Draft date: 15<sup>th</sup>, unless otherwise requested here: \_\_\_\_\_

Draft by Bank Account (Processing charge of \$1.50/month included in draft.)

BANK NAME: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: (check one)  Checking  Savings

Draft by Card (Processing charge of \$2.50/month included in draft.)

VISA  MASTER CARD  DISCOVER  AMERICAN EXPRESS

DEBIT/CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Signature of Utility Account Holder \_\_\_\_\_

Date \_\_\_\_\_

Signature of Bank Account/Card Holder (if different) \_\_\_\_\_

Date \_\_\_\_\_