



**City of Melbourne**  
**Utilities Division**  
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 Office Hours: Mon-Fri 8:30 - 5:00

## Authorization Agreement for Automatic Debits (ACH)

### Bank Draft Payment (ACH) Enrollment

Complete the ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office via mail or email with a VOIDED check attached. Once activated, your next bill statement will display the message "Bank Draft- Do Not Pay". This may take 4-6 weeks to process.

### Cancel Bank Draft

You may cancel the Automatic Withdrawal option by completing the form below. This may take 7 to 8 business days to process.

### Change Banking Accounts

To change bank accounts complete the form below and enclose a VOIDED check from the new bank account. This may take 7 to 8 business days to process.

### Non-Sufficient Funds

ACH payments returned for insufficient funds will be automatically inactivated from the ACH payment option and the account holder may not re-enroll for one year.

### Automatic Debit (ACH) Authorization Form (please print):

RETURN COMPLETED FORM TO: ENROLL \_\_\_\_\_ CANCEL \_\_\_\_\_ CHANGE BANK ACCOUNT \_\_\_\_\_

Name on account \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Service Address \_\_\_\_\_ Name of Bank \_\_\_\_\_

Phone # \_\_\_\_\_ Bank Account # \_\_\_\_\_

Customer Account # \_\_\_\_\_ ABA / Route # \_\_\_\_\_

I authorize the City of Melbourne to initiate debit entries for payment of utility bills each month and if necessary, to initiate credit entries and adjustments for any debit entries in error to my bank account at the financial institution named above. This authority is to remain in force and effect until City of Melbourne has received written notification from me of its termination in such time and manner as to afford the City of Melbourne and the financial institution a reasonable opportunity to act upon it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FORM MUST BE SIGNED AND A VOIDED CHECK MUST BE ATTACHED OR SCANNED TO ENROLL OR CHANGE BANK ACCOUNTS**