



**City of Melbourne**  
**Utilities Division**  
**900 E. Strawbridge Ave.**  
**Melbourne, FL 32901**  
 Telephone: (321) 608-7100  
 Fax: (321) 608-7199  
 Office Hours: Mon-Fri 8:30 - 5:00

**Authorization Agreement for Automatic Debits (ACH)**

**Bank Draft Payment (ACH) Enrollment**

Complete the detachable ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office with a VOIDED check. Once activated, your bill statement will display the message "Bank Draft- Do Not Pay". The actual withdrawal from your bank account will occur approximately 25 days from the Bill Date of your current bill.

**Withdrawal**

You may withdraw from the ACH payment option by completing the detachable stub below. Withdrawal from the ACH payment option will occur after the current utility bill has been processed by your financial institution.

**Change of Banking Accounts**

You may change bank accounts by completing the detachable stub below and enclose a VOIDED check from the new bank account once the current utility bill has been processed by your financial institution.

**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):**

DETACH AND RETURN COMPLETED FORM TO: ENROLL \_\_\_\_\_ WITHDRAW \_\_\_\_\_ CHANGE BANK ACCOUNT \_\_\_\_\_

**Please Check One**

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 TO ENROLL OR CHANGE BANK ACCOUNTS**