

# CITY OF TEMPLE TERRACE

## AUTHORIZATION FOR AUTOMATIC BANK PAYMENT

**About the program:** Automatic Bank Payment is available for utility bill payments. The City of Temple Terrace offers this convenient service to its customers **at no charge**. Your bill will be electronically paid on the due date through your bank, savings and loan, or credit union. In order to participate, complete the form below. Once the completed form is returned, the City will test the data with your financial institution; and, upon successful completion of the test, you will be enrolled in the City's automatic payment program. **Please continue to pay your bills until you receive a bill notice that specifically states it will be paid through "Automatic Bank Payment"**. Then, on the bill's due date (20 days after the billing date), you need to be sure that sufficient funds are in your bank account to cover the amount due.

**Instructions:** To participate in the program, complete the information below and sign and date the authorization at the bottom of this form. (Note: Blue card mail-in or multiple account customers are not eligible). **Return the completed form and a voided check** (for checking accounts) **or a voided deposit slip** (for savings accounts) to City Hall by mail (City of Temple Terrace, Finance Department, P.O. Box 16930, Temple Terrace, FL 33687), in person at City Hall Customer Service Counter (first floor), or drop it in the drive-through drop box behind City Hall. If you have any questions, please call or e-mail the Finance Department at (813) 506-6420 or [customerservice@templeterrace.com](mailto:customerservice@templeterrace.com). To terminate your participation in the program, contact City Hall and a termination form will be provided, or send written notification that you want to terminate participation. **Once terminated, customer participation cannot be reinstated.**

### CUSTOMER INFORMATION

(Please print)

City Utility Account #: \_\_\_\_\_

Customer Name (as it appears on your utility bill): \_\_\_\_\_

Service Address: \_\_\_\_\_

Daytime Telephone#: \_\_\_\_\_

### BANK INFORMATION

(Please print)

Bank Name: \_\_\_\_\_ Bank Telephone #: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Account to be Charged (check one):      Checking       Savings

Bank Account Number (including ABA routing number): \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

**Authorization.** I have included a voided check or voided savings slip and hereby authorize the City of Temple Terrace to automatically initiate debit entries (charges) to my bank account (and for my bank to accept and post such debit entries) indicated above solely for the payment of City of Temple Terrace utility services. **The City of Temple Terrace must receive written notification no later than 20 days prior to the time the account will be charged in order to make any changes to this authorization.** Draft items my financial institution may return as unpaid (insufficient funds, account closed, etc.) will be treated as a returned check; a service charge assessed, participation in the program terminated, and could result in my utility service being disconnected.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bank Account Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT INFORMATION:

1. PLEASE CONTINUE TO PAY AS NORMAL UNTIL YOUR BILL INDICATES "AUTOMATIC BANK PAYMENT".
2. PLEASE NOTE YOUR AUTHORIZATION CANNOT BE PROCESSED WITHOUT A VOIDED CHECK OR DEPOSIT SLIP.