



# The City of Port St. Joe

Post Office Box 278 • Phone (850) 229-8261  
Port St. Joe, Florida 32457

## AUTOMATIC PAYMENT PROGRAM

Are you interested in a more efficient way to pay your City utility bill? Sign up for our "automatic Payment Program" using Electronic Funds Transfer (EFT) that is simple, convenient and free. Each month you can enjoy the privilege of having your bank, savings and loan, or credit union deduct your City of Port St. Joe utility bill directly from your checking account. All you need to do is complete the authorization form and mail it back to us, with a voided check or deposit slip.

October 1, 2003, is the projected startup for this service. Once your account is set up for automatic payments your utility bill will be drafted on the 7<sup>th</sup> of each month.

You will continue to receive a bill each month for information purposes. This will allow you the opportunity to review your charges and still have time to call the City should you have any questions prior to your account being drafted. In order for this system to work properly, your utility account must meet program requirements and payments are current at the time you begin participation.

Draft items returned by your bank as unpaid due to insufficient funds, account closed, etc. will be treated as a returned check. A service charge will be assessed and failure to make payment could result in your utility service being disconnected. The draft will remain in effect until revoked in writing with a minimum of 30-day notice or until the utility account is closed.

Thank you for your interest and participation in the program. If you have any questions please call during regular working hours at (850) 229-8261.

AUTHORIZATION TO PAY CITY OF PORT ST JOE UTILITY BILLS  
THROUGH THE AUTOMATIC PAYMENT PROGRAM

(Please Print)

Name \_\_\_\_\_ Utility Account # \_\_\_\_\_  
(as it appears on your bill)  
Service Address \_\_\_\_\_ Daytime \_\_\_\_\_  
Financial Institution \_\_\_\_\_ Financial Institution Phone # \_\_\_\_\_  
Address of Financial Institution \_\_\_\_\_  
(Street) (City/State) (Zip)  
Checking Account # \_\_\_\_\_ Routing # \_\_\_\_\_

Please check with your financial institution for the correct account number to be used for ACH transactions, as it may be different from your regular checking account or member account number.

I authorize the above named financial institution to charge my checking account the amount of any City of Port St. Joe utility bill and to make the deduction payable to the order of the City of Port St. Joe. In making this authorization I agree that each payment shall be the same as if it were an instrument personally signed by me. I understand that the draft date shall be at least 7 days after the billing date. This authority is to remain in effect until revoked by either of the undersigned in writing with a 30-day notice or until the referenced utility account is closed. I also understand that both the financial institution and the City of Port St. Joe reserve the right to terminate this payment plan (or my participation within) at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(as it appears on bank account)  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
(joint account holder)

\*\*\* ATTACH VOIDED CHECK OR DEPOSIT SLIP \*\*\*