



City of Lynn Haven
 825 Ohio Avenue
 Lynn Haven, FL 32444
 (850) 265-2121

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) which 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 Lynn Haven 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.

Approximately 3 to 6 weeks are needed to complete the setup process so that we can begin to draft your account. Once your account is set up for automatic payments your utility bill will state "DO NOT PAY -- YOUR ACCOUNT WILL BE DRAFTED ON (due date-the preselected draft date)". You must pay all bills that do not include this statement. Failure to do so may result in water services to be disconnected.

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. The City will automatically transfer funds from your checking account at least 15 days after the current statement date. In order for this system to work properly, your utility account must meet program requirements and payments be 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 21-day notice or until the utility account is closed. **Bills designated as "FINAL "will not be drafted, you must pay.**

Thank you for your interest and participation in this program. If you have any questions please call during regular working hours at (850) 265-2121.

AUTHORIZATION TO PAY CITY OF LYNN HAVEN UTILITY BILLS THROUGH THE AUTOMATIC PAYMENT PROGRAM	
<i>(Please Print)</i>	<i>(Please list all accounts that you wish to have drafted)</i>
Name _____ <i>(as it appears on your utility bill)</i>	Utility Account # _____ Utility Account # _____
Service Address _____	Daytime Phone # _____
Financial Institution _____	Financial Institution Phone # _____
Address of Financial Institution _____ <i>(Street)</i>	_____ <i>(City/State)</i> <i>(Zip)</i>
Checking Account # _____	Routing # _____
<u>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.</u>	
I authorize the above named financial institution to charge my checking account the amount of any City of Lynn Haven utility bill and to make the deduction payable to the order of the City of Lynn Haven. 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 15 days after the billing date. This authority is to remain in effect until revoked by either of the undersigned in writing with a 21-day notice, or until the referenced utility account is closed. I also understand that both the financial institution and the City of Lynn Haven reserve the right to terminate this payment plan (or my participation within) at any time.	
Signature _____ <i>(as it appears on bank account)</i>	Date _____
Signature _____ <i>(joint account holder)</i>	Date _____

***** Attach voided check *****