



Town of Highland Beach
3614 S. Ocean Blvd.
Highland Beach, Florida 33487
Phone: (561) 278-4548
Fax: (561) 276-9829

AUTOMATIC BANK DRAFT AUTHORIZATION FORM

The Town of Highland Beach is offering an easy and convenient way to pay your utility bill(s) through automatic bank drafting. Your bi-monthly utility bill is automatically withdrawn from your checking/savings account. We will continue to provide you with a bi-monthly statement showing your current charges. This service is free of charge and since payment is drafted automatically, late fees and postage costs will be avoided.

To Begin Automatic Pay:

- Complete the authorization form
- Attach an original voided check.
- Return the form to the Finance Department
- Please confirm that Automatic Payment has started before you stop manually paying your utility bill.
- Your utility bill must be current before you may start automatic payments.

General Information

Customer Name: *(as it appears on your utility bill)* _____

Address: _____

Address 2: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____

Location ID Number *(may be found on your utility bill):* _____

Financial Institution Information

I HEREBY AUTHORIZE THE TOWN OF HIGHLAND BEACH AND THE FINANCIAL INSTITUTION DESIGNATED IN THIS AUTHORIZATION FORM TO WITHDRAW FROM MY CHECKING/SAVINGS ACCOUNT PAYMENT TO PAY MY UTILITY BILL(S). I UNDERSTAND THAT I MUST NOTIFY THE TOWN OF HIGHLAND BEACH FINANCE DEPARTMENT IN WRITING TO CANCEL THIS AUTOMATIC PAYMENT. (Notification must be received 15 days before the deduction is processed). PAYMENT WILL BE DEDUCTED ON THE BILLING DUE DATE, IF THE DUE DATE FALLS ON THE WEEKEND OR HOLIDAY, THEN PAYMENT WILL BE DEDUCTED ON THE NEXT BUSINESS DAY.

Name of Financial Institution: _____

Routing Number: _____

Bank Account Number: _____ **Checking** **Savings**

Name of Bank Account Holder: _____

Signature of Bank Account Holder: _____ **Date** _____