

## AUTHORIZATION TO DISCONTINUE AUTOMATIC BANK DRAFT

By signing below, I (we) wish to discontinue automatic bank draft effective \_\_\_\_\_ (DATE) and understand the following:

I (we) must allow up to 48 hours from receipt of completed form for this process to be completed. It is recommended that you notify your bank of this change.

There are several ways to pay the monthly utility bill:

- Payment can be made in the office during daily business hours with cash, check, or money order. Please be sure to bring the entire bill.
- The security drop box located to the left of the front doors with cash, check, or money order. Please include the Town's portion of the bill and put the entire payment inside an envelope.
- Auto-draft is still available for me (us) at anytime. The Town must have a voided check and a signed authorization form.
- On-line banking through my (our) bank. Please note that the Town will not receive funds from my (our) bank on the same day the money(s) are drafted from my (our) account(s).
- On-line at [www.oaklandtennessee.org](http://www.oaklandtennessee.org) (click on the "Departments" tab). Allow 48 hour processing of online payments for funds to be considered received by the Town.

Oakland City Hall is open Monday – Friday, 8:00 AM – 4:30 PM and closed from 12:00 – 12:30 PM for lunch.

Utility payments are due on the 15<sup>th</sup> of each month. Payments made after 4:30 PM on the 15<sup>th</sup> will have a 10% late penalty charge added to the amount. If not paid in full, including penalties, by 4:30 PM on the 25<sup>th</sup> of each month, the termination of service process will begin and an automatic service fee of \$30.00 is incurred on all balances over \$10.00. Payments must actually be received at city hall by 4:30 PM on the established dates. The fee to restore service after business hours is \$50.00. If the due date falls on a Saturday, Sunday, or a Town holiday, net payment will be accepted in the security box as timely paid up to the beginning of the next business day. Payments placed in the security box after the beginning of business the next business day will not be considered timely.

Security drop box payments are removed and registered at the beginning and close of buiness each day. Payments received in the drop box after regular business hours will accrue all penalties that apply.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE