



Application for Automatic Bank Draft Utility Payments

Re: City of Oil City Ordinance No. 2663

Direct questions to the **Oil City Utility Department** at 814-678-3002. Return completed applications to Oil City Utility Department, 21 Seneca St., Oil City, PA 16301 or email to utility@oilcity.org.

Instructions

1. This form must be completed and turned in (received by the Utility Department), along with a voided check, by the 28th of the month to become effective for the following month.
2. Your account must be at a zero balance.

Terms and Conditions

- Once enrolled you will still receive a monthly bill that will indicate: "AUTO BANK PMT". The amount due will be deducted from your bank account on the due date.
- To cancel enrollment, you must notify the Utility Department before the 28th of the month for de-enrollment to become effective for the following month.
- The bank draft is created with the bill and cannot be stopped/canceled once the bill is generated.
- A returned bank draft may incur additional fees.



For Official Use Only

Date: _____

Customer ID #: _____

Location ID #: _____

Authorization for Automatic Bank Draft Utility Payments

Re: City of Oil City Ordinance No. 2663

APPLICANT INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

SERVICE ADDRESS INFORMATION

Please attach additional sheets if necessary

Address: _____ City: _____ State: _____ Zip Code: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Address: _____ City: _____ State: _____ Zip Code: _____

PAYMENT INFORMATION

Name on Bank Account: _____

Bank Name: _____ Account #: _____

Account Type: Checking Savings

I hereby authorize the City of Oil City to debit the account shown above when my monthly utility payment is due. I authorize the bank or financial institution shown above to accept such debits without responsibility for their correctness.

This authority is to remain in full force and effect until the City of Oil City has received notification from me of its termination. I understand that such notification must be received before the 28th of the month to become effective for the following month's billing period. I further understand that the bank draft is created with the bill and cannot be stopped or canceled during the same month I've requested to terminate my automatic payments.

Applicant Signature

Date