

BANK DRAFT TERMINATION  
FORM

\_\_\_\_\_  
Utility Account Name

\_\_\_\_\_  
Utility Account #

\_\_\_\_\_  
Bank Routing #

\_\_\_\_\_  
Bank Account #

**This information must be turned in by the 10<sup>th</sup> of the month to be terminated for the next payment. If this information is turned in after the 10<sup>th</sup> of the month, it will not be terminated for the current bill due on the 15<sup>th</sup>.**

**\*\*\* Water accounts enrolled in automatic draft will be drafted as early as the 12<sup>th</sup> of each month. Actual draft date will vary dependent upon weekends, holidays, and when the account holder's (your) bank drafts the account. \*\*\***

**\*\*\* If any changes to the account information are necessary, then a new form must be filled out at City Hall, no exceptions. \*\*\***

I, (please print name) \_\_\_\_\_ certify that the above account information is my checking account and I give The City of Rincon permission and authority to terminate the automatic draft for the above mentioned utility account.

\_\_\_\_\_  
Signature of Bank Account Holder

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**  
**Received by:**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date