

**CONVENIENT!!**

**NO MORE CHECKS TO WRITE!!**

**EASY!!**

**AUTO PAY APPLICATION FOR  
CITY OF LAKE MARY UTILITY SERVICE**

Your utility bill is automatically withdrawn from your U. S. bank account on or about the day it is due. You will still receive a regular monthly statement, but instead of writing a check, you will simply deduct the amount due from your account balance. Please read "Terms and Conditions" on the reverse side.

UTILITY ACCOUNT NAME: \_\_\_\_\_

UTILITY ACCOUNT NUMBER: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

NAME ON BANK ACCOUNT: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT TYPE:

\_\_\_\_\_ Checking (a blank check marked "void" must be enclosed)

\_\_\_\_\_ Savings (please contact your bank for the appropriate routing transit and bank account numbers)

ABA Routing Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

I have read and understand the terms and conditions, and hereby authorize my financial institution to debit my account in the name of the City of Lake Mary.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to: Lake Mary Utility Department,  
P. O. Box 950715, Lake Mary, FL 32795-0715

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**CITY OF LAKE MARY  
TERMS AND CONDITIONS FOR AUTO PAY**

What is Auto Pay? Auto Pay is a way to save on postage, time, and ensure your bill is paid "on-time", eliminating the possibility for late fees. It's fast and simple! Just review the terms below, complete the application on the reverse side and mail it in! Should you have any questions, just call us at 407-585-1448. Start enjoying the convenience of direct paying your utility bill!

City utility service customers with an active checking or savings account, drawn on a U. S. financial institution, are eligible for Auto Pay. There is no charge from the City for this service. However, additional charges may be assessed for automatic withdrawal transactions by your financial institution. Customers are responsible for inquiring with their financial institutions before enrolling in the plan.

Your monthly statement will continue to be mailed to you. "**Bank Draft**" will be printed on the top right corner of the statement indicating that this amount will be deducted from your bank account on or about the DUE DATE. Until this information prints on your bill, continue to mail in payments by check.

If your payment is not honored by your financial institution for any reason, it will be treated like a returned check. An NSF charge of \$25.00 or 5%, whichever is greater, will be added to your account for each occurrence of a non-paid debit. Additionally, there will be a reconnection charge should utility services be interrupted due to non-payment. The City reserves the right to remove any account from the plan that has incurred (3) three insufficient non-paid withdrawals.

Payments will be drawn upon the bank account authorized at the time of billing.

If you have any questions regarding Auto Pay, please call the Utility Department at 407-585-1448. If you are interested in signing up, please complete the application on the reverse side and return it by either depositing into the night drop box located in the City Hall parking lot off of Country Club Rd, return it with your current bill payment, bring it in to City Hall, or mail it to: Lake Mary Utility Department, P. O. Box 950715, Lake Mary, FL 32795-0715.