



POLK COUNTY UTILITIES

APPLICATION FOR AUTOMATIC BANK DRAFTING

Physical Address: 1011 JIM KEENE BLVD, WINTER HAVEN, FL 33880

Mailing Address: PO BOX 2019, BARTOW, FL 33831

Customer Service: (863) 298-4100

Send this application via e-mail to: Utilities@Polk-County.net or fax to (863) 298-4111

Please Print Legibly

Customer Name: _____

Service Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Polk County Utilities Account #: _____

BANK INFORMATION: Return a voided check with application

Banking Institution Name: _____

Branch Address: _____

Routing #: _____

Routing # is the 9 digit number in lower left corner of your check

Checking Account #: _____

I authorize Polk County Utilities to initiate utility bill payment deduction from my checking account in the banking institution listed above. I have attached a voided check.

I understand the payment will be initiated approximately on the bill due date (20 days after the bill date). If the due date does not fall on a business day, the charge will be initiated on the first business day following the due date. I also understand any bill disputes or inquiries must be made with Polk County Utilities within 15 days of bill date.

This authorization is to remain in full force and in effect until Polk County Utilities and my banking institution have received written notification of its termination in such time and in such a manner as to afford both Polk County Utilities and my banking institution a reasonable opportunity (estimated to be 30 days) to act upon such termination.

I understand it is my responsibility to make sure there are sufficient funds in the account at all times to make the required payments.

NOTE: If joint banking account, both parties must sign this document.

Signature: _____ Date: _____

Signature: _____ Date: _____



Automatic Bank Draft

Polk County Utilities is pleased to offer Automatic Bank Draft service to you at no additional cost. Automatic Bank Draft can save you time and postage and ensure that your monthly payment is paid on time. Polk County Utilities will work directly with your bank and keep you advised of your utility billing through a monthly statement. This statement will notify you of the amount of your utility bill, the amount to be deducted from your account (Total Amount Due) and the date (Due Date) payment will be deducted from your account. Your bank will also advise you through your monthly bank statement of all bank draft payments.

Paying by Automatic Bank Draft is especially convenient for people who travel, have multiple accounts to manage or have busy schedules. This method can benefit you by saving you time and the expense of mailing regular payments. Paying by Automatic Bank Draft lets Polk County Utilities and your bank do this work for you.

Enrolling in our Automatic Bank Draft service is easy. Just complete and sign the attached authorization form. Return this form and a "voided" check from the account you wish to have drafted to Polk County Utilities. After you return these items to us, you will need to review your next bill to see if you will need to pay by check or not. After the first bill has been automatically deducted from your checking account all subsequent bill payments will be automatically deducted from your bank account on the due date shown on the monthly statement you receive from Polk County Utilities. Inquiries regarding bill amounts will need to be made within 15 days after the bill date. You may sign up for or discontinue the Automatic Bank Draft service with proper notice.

For additional information, or if you have any further questions about the new Automatic Bank Draft payment method, please call our customer service office at (863) 298-4100 or 1-800-301-6039 toll free, Monday-Friday, 8:00 a.m. to 5:00 p.m.



Frequently Asked Questions

What is Automatic Bank Draft?

Automatic Bank Draft is an efficient payment alternative to paper checks. When you use our Automatic Bank Draft process you authorize our company to electronically collect a pre-authorized amount from your checking account to pay a bill. Instead of writing a check every month to pay your utility bill your bank will automatically make the payment, it is that simple!

Why Use Automatic Bank Draft?

Consumers and companies both benefit from Automatic Bank Drafting. As a consumer you will save time preparing your payment, save money on postage and check fees, improve your budgeting; eliminate the chance for late fees and save time balancing your bank statement.

After I Fill Out The Enrollment Form, How Long Will It Take To Begin Paying My Bill By Automatic Bank Draft?

Enrollment is immediate; however, remember to keep making monthly payments until you see the confirmation message on your utilities statement, usually within 30 days.

Why Do I Need To Attach A Pre-Printed, Voided Check To The Enrollment Form?

Attaching a pre-printed voided check is required to ensure all bank account information is correct. It helps to avoid mistakes that may slow down the process.

What if I Plan to Change Banks?

If you plan to change banks call our office promptly. You will be instructed to complete and sign a new enrollment form, attach a voided check from your new checking account and send these documents to us.

Will I Continue To Receive A Monthly Utility Bill?

You will continue to receive your monthly utility bill as usual and you will know the exact date and amount of payment before it is deducted from your bank account. If you have a question about your bill call Polk County Utilities within 15 days of your bill date to resolve issues.

Who Will Have Control Over My Account?

You are the only person who has control over your bank account. When you sign up to pay your bill by Automatic Bank Drafting you are not giving Polk County Utilities control over your bank account. You are only authorizing your Bank to send your utility payment amount each month directly to Polk County Utilities from your bank account.