



## City of Sky Valley Utility Billing Services

By completing the authorization form below, you agree to have your bank account automatically drafted for the full amount of your utility bill.

Forward your completed Bank Draft Authorization form along with a voided check to:

City of Sky Valley  
3608 Hwy 246  
Dillard, Ga 30537

### Bank Draft Authorization

(Please Print)

Name \_\_\_\_\_

Utility Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing/Transit Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

I hereby authorize the City of Sky Valley to draft the full amount of my City of Sky Valley utility bill from the financial institution listed above. I understand that my account will be drafted on the due date of my bill each month. I have the right to stop automatic payment of my bill by written notice to the City of Sky Valley five business days prior to the scheduled draft date. I further agree that if any such draft be dishonored, whether with or without cause and whether intentionally or inadvertently, the City of Sky Valley shall be under no liability whatsoever.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

\*\*\*A “voided check” must be submitted along with the bank draft application\*\*\*

## Electronic Bank Drafting Service

In an effort to provide better service, the City is offering electronic bank drafting service for monthly utility payments. Participation is simple, convenient, and it is free. Each month you can enjoy the privilege of having your bank deduct your City of Sky Valley utility bill directly from your checking account.

**All you need to do is fill out the authorization form and mail it back with a voided check to:**

City of Sky Valley  
3608 Hwy 246  
Dillard, GA 30537

You may be wondering how you will know the amount of each bill since the payment will be done automatically. You will continue to receive your monthly utility bill in the mail just as you have in the past. That way you can continue to review your utility bill and see the amount that will be drafted from your checking account. Should you choose to cancel automatic payment you must notify the City of Sky Valley at least 5 business days prior to the scheduled draft date.

Draft items that are returned by your bank as unpaid due to insufficient funds, account closed, etc., are treated as a returned check. A service charge will be assessed and failure to make payment could result in your utility service being disconnected. The City of Sky Valley will not be responsible for any fees charged by any bank as a result of insufficient funds, overdraft, etc. **If two drafts are returned in a 12-month period for any reason, the bank draft service is no longer available.**

We have preselected a draft date in which your account will be drafted. The draft date will be the 25<sup>th</sup> of each month, as this is the current date in which bills are due. If the 25<sup>th</sup> falls on a weekend or holiday, then accounts will be drafted on the following business day. In order for this system to work properly, your utility account must meet program requirements and payments must be current at the time you begin participation.

Once we receive your bank draft authorization form, the city will do a pre-note test to assure that our communication with your bank is OK. I will notify you once your account has been tested and is ready to be drafted for your utility bill. Until your account has been verified, you will need to continue to pay your bill by mailing a check or paying online. Please make sure you provide a telephone number where I can contact you.

Thank you for your interest and participation in this program. Should you have any questions concerning the program or need any additional information, please call us between 8 a.m. and 4 p.m. Monday – Friday at (706)746-2204.

Sincerely,

Summer Murphy  
City of Sky Valley