

Customer Name: _____ Cycle: _____ Route: _____
(Last, First)



Auto- Pay Request

1000 City Center Circle
Port Orange, Florida 32129
Phone: 386-506-5720 Fax: 386-756-5226
Email: customerservice@port-orange.org

Utility Account Number: _____ - _____

Customer Name: _____

Service Address: _____

Phone Number: _____

Email: _____

Bank Name: _____

Bank Address: _____

City: _____ State: _____ Zip: _____

Bank Phone Number: _____

IF PAYEE IS NOT THE ACCOUNT HOLDER

Payee Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Please provide a voided check or Letter from your Bank with your Routing and Account Number. If using starter check please provide a copy of driver's license

I hereby authorize the City of Port Orange to automatically initiate debit entries (charges) to my bank account (and for my bank to accept and post such debit entries) indicated above for the payment of all bills rendered to this account by the City of Port Orange. I understand that the City of Port Orange will continue to send a bill each month at least 10 days before my bank account is to be charged and that the City of Port Orange may impose a fee in the event a debit entry is not paid by my bank.

This authority is to remain in effect until the City of Port Orange has received notification from me or the account holder in such a manner as to afford the City of Port Orange and Bank a reasonable amount of time to act on it. I have the right to stop payment of charge entries by notifying the City of Port Orange prior to the time that the account has been charged. Any erroneous or incorrect charge will be corrected upon notification to the City of Port Orange and may involve a debit or credit to my account.

Customer Signature: _____

Today's Date: _____

FOR OFFICE USE: HOW WAS FORMED RECEIVED: In Office / Mail / Fax / E-Mail

Verified correct Driver's License # is on Account: _____ Voided Check or Letter Attached: _____

Updated Phone # on account: _____ Date ____/____/____ Rep _____