



Pre-Authorized Debit Form

To avoid any penalties or interruption in service, complete the attached Pre-Authorized Debit Form to ensure your water bill is paid each month.

I hereby authorize the City of McDonough to debit my checking account on **the 1st of each month** for my water bill. I understand that my bill is based on the water consumption; therefore, the amount deducted each month will vary.

I agree that the financial institution listed below may treat each debit as if it were a check written personally by me. I will not hold The City of McDonough or my bank liable for any over drafts caused by this agreement.

I understand that if for any reason, payment is returned as unpaid; water service will be disconnected without notice. Service will be restored when the amount of the returned check, Returned Item Fee of \$25 and a \$50 Administrative Fee is paid.

It is my responsibility to notify the City of McDonough, in writing, if my account information changes or I wish to terminate this agreement. A reasonable notice must be given to allow the City the time necessary to process the account changes.

I understand that once the debit authorization is revoked, I am responsible for ensuring payments to my water account are made in a timely manner.

IMPORTANT: Please complete this form, attach a voided check and return to McDonough City Hall, 136 Keys Ferry Street, McDonough, GA 30253 or fax to (770)957-7231 or email to customerservice@mcdonoughga.org to begin automatic debits from your account.

Your Name (Please Print)

Street Address

City

State

Zip

Bank Name

Home/Cell Phone Number

Bank Routing Number

Bank Account Number

Signature

Date

Please allow adequate amount of time to process this request.

Contact the Utility Billing Department to ensure your 1st payment posted to your account.