

# Lee County Utilities Authority

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Billing Cycle:

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## Bank Account Draft

### Lee County Utility Billing Department Authorization Agreement for Prearranged Payments (Debits)

Last Name		First Name	
Service Address			
City	State	Zip Code	
Home Phone		Work Phone	
Email Address		Utility Account Number	
Name of Financial Institution		City	State
Type of Account (Check One) Checking <input type="checkbox"/> Saving <input type="checkbox"/>	Bank Transit Number		Checking/Saving Account Number

### Authorization Agreement for Prearranged Payments (Debits)

I hereby authorize the Lee County Utility Billing Department, hereinafter called Utility Department, to automatically debit my credit card account for payment of monthly utility bill. This authorization is to remain in full force and effect until the Utility Department has received written notification from me (or either of us) of its termination in such time and manner as to afford the Utility Department and the applicable Financial Institution a reasonable opportunity to act on it.

I understand the Utility Department will continue to send me a monthly bill before my bank account is charged and that I have the right to stop a debit by notifying my financial institution at any time up to three banking days before the scheduled date of debit. I understand that my bank account will be debited on the due date of my account, or in the event that is a weekend or holiday, the following business day. I further understand that the Utility Department may impose a processing fee of \$30.00 in the event that a debit entry is not paid by my financial institution, and additionally, any applicable penalties and fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Completed forms along with a copy of your ID can be returned via Fax or E-mail. Our fax number is (229) 759-3319. You can e-mail forms to the following email account: [lcua@lee.ga.us](mailto:lcua@lee.ga.us). All requests received after 4:00 pm will be processed next business day. **It is the customer's responsibility to verify that the request has been received by our office. We are not responsible for requests not received or any charges/fees that may be associated with your account.**