



BANK DRAFT AUTHORIZATION – UTILITY DEPARTMENT

To initiate a monthly payment bank draft for utility services, this authorization form must be completed and returned to Liberty Water & Sewer Department PO Box 716, Liberty, SC 29657-0716 or gturner@libertysc.com. The bill must be paid as usual until notified via billing statement that the draft is in effect.

A billing statement will still be issued monthly showing “DO NOT PAY - DRAFTED” with the date of the draft.

Your account will be drafted on the 20th of each month unless the 20th falls on a weekend or holiday, and then it will be drafted the next business day following the 20th.

NAME: _____ **DATE:** _____

PHONE: _____ **EMAIL:** _____

SERVICE ADDRESS: _____

MAILING ADDRESS (if different): _____

FINANCIAL INSTITUTION (BANK): _____

ROUTING NUMBER: _____ **ACCOUNT NUMBER:** _____

** Attach a voided check below. **

This authorization will remain in effect until The City of Liberty receives written notice to the Liberty Water & Service Department within a reasonable amount of time to stop the draft process (at least five days before the due date). If payment is returned, a non-sufficient funds fee will be added to your account.

APPLICANT SIGNATURE: _____ **DATE:** _____

CITY OF LIBERTY REPRESENTATIVE: _____ **DATE:** _____

Please email form to gturner@libertysc.com