



## CITY OF RINCON

302 South Columbia Ave.  
Rincon, GA 31326  
Phone: (912) 826-5745

### Bank Draft Termination Form

\_\_\_\_\_  
Utility Account Name

\_\_\_\_\_  
Utility Account #

\_\_\_\_\_  
Bank Routing #

\_\_\_\_\_  
Bank Account #

**This information must be turned in by the 9<sup>th</sup> of the month to be terminated for the next payment. If this information is turned in after the 9<sup>th</sup> of the month, it will not be terminated for the current bill due on the last day of the month.**

**\*\*\* Water accounts enrolled in automatic drafts will be drafted as early as the 26<sup>th</sup> of each month. Actual draft date will vary dependent upon weekends, holidays, and when the account holders (your) bank drafts the account. \*\*\***

**\*\*\* If any changes to the account information are necessary, then a new form must be filled out at City Hall, no exceptions. \*\*\***

I, (please print name) \_\_\_\_\_, certify that the above account information is my checking account, and I give The City of Rincon permission and authority to terminate the automatic draft for the above-mentioned utility account.

\_\_\_\_\_  
Signature of Bank Account Holder

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Received by:

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date