

TOWN OF LONGBOAT KEY UTILITY DEBIT BILLING AUTHORIZATION

Please make my monthly utility bill payment through the Town of Longboat Key Utility Department billing automatic payment plan. I hereby authorize the Town of Longboat Key to initiate utility bill payment deductions from my **checking** account in the banking institution listed below. **I have attached a VOIDED check.**

Name of Financial Institution _____

Branch Address _____

City _____ State _____ Zip _____

Routing number _____ Checking Account Number _____
(This is the 9 digit number in the lower left corner of your check)

I understand the payment will be initiated approximately on the bill due date (15 days after the bill date). If the due date does not fall on a business day, the charge will be initiated on the first business day following the due date. This authorization is to remain in full force and effect until the Town of Longboat Key and my financial institution has received written notification of its termination in such time and in such manner as to afford both the Town and my financial institution a reasonable opportunity (estimated to be 30 days) to act upon such termination. I understand it is my responsibility to make sure there are sufficient funds in the account at all times to make the required payments.

Print Name _____

Utility Account Number _____ Phone Number (___ ___ ___) _____

Service Address _____

Signature _____ Date _____

Signature _____ Date _____

Note: If joint account, both parties must sign.

Please allow 4-6 weeks for your application to be processed. You will still receive a monthly statement each month indicating the amount that will be charged. Please continue to pay your bill until you have been notified by this office or you will see a message on your bill stating that your bank account will be debited.

Return by mail: 501 Bay Isles Rd, Longboat Key, FL 34228

By FAX: 941-316-1656

By EMAIL: utilities@longboatkey.org

If you have any questions, please call (941) 316-8700 and speak to the Utility Billing Specialist.