

Lee County Utilities Authority

905 US Highway 19 South
Leesburg, Georgia 31763
Tel: (229) 759-6056
Fax: (229) 759-3319
www.lee.ga.us

For Office Use Only:

Billing Cycle:

Date Received:

Entered by:

Scanned by:

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 checking/savings 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 the Utility Billing Department 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 can be returned via Fax or E-mail. Our fax number is (229) 759-3319. You can e-mail forms to either karrington@lee.ga.us or kmaples@lee.ga.us. Please make sure you include a copy of a voided check from the checking/savings account listed above and a copy of your Driver's License when returning forms.