



CITY OF
Clemson
UTILITY BILLING

Bank Draft Authorization

The City of Clemson offers automatic bank debits from a checking account for permanent residents' utility accounts. To utilize this service, complete and return this form with a voided check to: Utility Billing, 1250 Tiger Blvd Suite 2, Clemson, SC 29631. If you have any questions, please call our office at 864-653-2035.

Utility Account Number: _____

Account Holder Name: _____

Phone Number: _____ **Email:** _____

Bank Name: _____

Routing Number: _____ **Bank Account Number:** _____

I hereby authorize The City of Clemson to initiate debit entries monthly to my checking account to pay my utility bill. **The account will be drafted 10 days from the billing date on your utility bill.**

I understand that a prenote will need to be done to verify information prior to drafting payment, and I will need to pay any balance currently on my account.

I understand that a returned draft will be processed the same as a returned check, and a \$30.00 service fee will be charged on drafts returned for any reason.

This authorization will remain in full force and effect until I notify The City of Clemson in writing that I wish to revoke this authorization, and I understand that I need to provide notice 10 days prior to the bill due date.

Signature: _____ **Date:** _____

*** Must attach a voided check or financial institution account verification document to this form ***

For office: Bill date to draft _____ **Date received** _____ **Initial** _____