



Bank Draft Program

We appreciate your interest in our “Bank Draft Program.” Participation is simple, convenient and it’s free. Each month you can have your bank, savings and loan, or credit union automatically deduct your City of Tallahassee utility bill directly from your checking account.

All you need to do is fill out the authorization form on the second page of this letter and mail it back with a voided check to:

City of Tallahassee Revenue Division
Office of the Treasurer Clerk
300 S. Adams Street A4
Tallahassee, Florida 32301-1731

Once the form is received, we will begin the process to set up your account to be drafted. In addition to not worrying about last minute bill payments, you will end up writing fewer checks, and you also save time and postage.

You may be wondering how you will know the amount of each bill, since the payment will be done automatically. You will continue to be sent a copy of your utility bill just as you have in the past. That way you can continue to review your utility bill and still have time to call the City if you have any questions before your account is drafted. We have pre-selected a draft date in which your account will be drafted. This date is generally 27 days from the billing date for your account. In order for this system to work properly, your utility account must meet program requirements and payments must be current at the time you begin participation. We cannot draft an account that has past due amounts.

We will do a pre-note test to assure that our communication with your bank is OK. Approximately 3 to 4 weeks are needed to complete the set up process so that we can begin to draft your account. You would be drafted on the next billing after set up is complete. Once the draft process is complete your utility bill will state “DO NOT PAY” and “Your account will be drafted on...” the pre-selected draft date.

Draft items that are returned by your bank as unpaid due to insufficient funds, account closed, etc., are treated as a returned check. A service charge would be assessed and failure to make payment could result in your utility service being disconnected.

Thank you for your interest and participation in this program. Should you have any questions concerning this program or need any additional information, please call us between 8 a.m. and 5:00 p.m. Monday-Friday at (850) 891-6494.

City of Tallahassee Revenue Division



Please fill out the form below and mail it, with a voided check to:

City of Tallahassee Revenue Division
Office of the Treasurer Clerk
300 S. Adams Street A4
Tallahassee, Florida 32301-1731

**AUTHORIZATION TO PAY CITY OF TALLAHASSEE UTILITY BILLS THROUGH THE
AUTOMATIC PAYMENT PROGRAM**

Name _____
(As it appears on your utility bill - please print or type directly if using a computer)

Service Address _____

Utility Account # _____

Contact Phone # _____ Type _____

Email Address _____

Name of Financial Institution _____

Location _____

Checking Account # _____

**Please check with your financial institution for the correct account number to be used for ACH transactions,
it may be different than your regular checking account or member account number.**

I authorize the above named financial institution to charge my checking account the amount of any City of Tallahassee utility bill and to make the deduction payable to the order of the City of Tallahassee. In making this authorization, I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in writing. In addition, I have the right to stop payment of a charge by timely notification to my financial institution prior to charging my account. I also understand that both the financial institution and the City of Tallahassee reserve the right to terminate this payment plan (or my participant within).

Date _____ Signature _____

Make sure to include a voided check.

Thank you,
City of Tallahassee Revenue Division