

**CITY OF CORNELIUS**  
**Authorization for Automatic Withdrawal**

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone# \_\_\_\_\_ C.O.C. Utility Account # \_\_\_\_\_

I authorize the City of Cornelius Utility Billing to initiate debit withdrawals, and the financial institution listed below to transfer payment, for and in the amount of my monthly utility bills from my:

- Checking Account                      *(Please check only one)*  
 Savings Account

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization shall remain in effect until cancelled in writing. Please include a voided check with your authorization form to City of Cornelius Utility Billing, 1355 N Barlow St, Cornelius, OR 97113.

**ATTACH VOIDED CHECK HERE**

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**FOR OFFICE USE ONLY**

- Checking      Account # \_\_\_\_\_      Routing # \_\_\_\_\_  
 Savings      1st Auto Withdrawal Date \_\_\_\_\_      Employee Initials \_\_\_\_\_

S/Utility/Auto Withdrawal form 2-2006.doc

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Cut this portion and keep for your records

City of Cornelius – Automatic Withdrawal information

- Automatic withdrawals will be deducted on the due date stated on the bill. If the due date falls on a weekend or holiday your payment will be deducted the following business day.
- If a payment is returned for any reason a non-sufficient funds(NSF) fee will be charged, your automatic withdrawals will be cancelled and future payments will not be deducted from your bank account.
- If at any time you want to discontinue automatic withdrawal you must submit a written request at least 10 days prior to the due date on the billing.

Any questions, please call 503-357-9112.