

CITY OF BUFORD  
DIRECT PAYMENT AUTHORIZATION AGREEMENT

The City of Buford is pleased to provide a direct payment option for our utility customers. Completion of this Agreement will allow your monthly utility bill to be automatically paid and debited from your bank account on the bill's due date. You will continue to receive your monthly statement if you have any questions as to your usage or account. Please continue to pay from the monthly statement until one is received with the word "DRAFT" printed on it. This will indicate that your direct payment has started. Please allow 4 to 6 weeks for the service to begin.

I/We hereby authorize the City of Buford to initiate a charge to my/our bank account at the financial institution listed below, and to initiate any adjustments (if necessary) for any transaction debited or credited in error. **This authority shall remain in effect until the City has been notified by me/us in writing to cancel such authorization and to afford the financial institution a reasonable opportunity to act on same.** A voice mail or phone message is not sufficient to cancel direct payment.

I/We further agree to indemnify the City of Buford from any liability arising from the operation of this agreement except the City shall reimburse me/us for all sums improperly debited from the account and credited to the City of Buford.

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Customer Name(s): \_\_\_\_\_  
(all names appearing on account)

Account Address: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Bank Acct No.: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Names on account: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* Please attach copy of voided check**

**\*\*\* Please continue to pay your bill until direct payment has started**

Cancellation or inquires should be directed to:

City of Buford  
Attn: Lou Ellen Heard  
2300 Buford Highway  
Buford, Georgia 30518

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Customer(s) Signature

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Date