



**UTILITY BILLING DEPARTMENT**  
**181 LARKIN STREET/ PO BOX 785**  
**CORNELIA, GA 30531**  
**PHONE: 706-778-8585**

## **Draft Authorization**

Customer Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

I hereby authorize the City of Cornelia to debit my checking/savings account monthly to pay my utility bill. This is a recurring debit that will occur on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a weekend, the account will be debited on the next available banking day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check.** Requests can be submitted in person at City Hall, by mail or by fax to 706-778-2234. This process may take up to one (1) month to complete. Please use one of our other payments options during this time.

**To Cancel a Draft** a written request must be made at least 72 hours prior to the draft date. Requests can be submitted by mail, in person at City Hall or via email to [stanner@corneliageorgia.org](mailto:stanner@corneliageorgia.org)

***For City Use Only***

Received date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Process Date: \_\_\_\_\_