



CITY OF ROSWELL BANK DRAFT APPLICATION

***IT'S EASY. IT'S CONVENIENT.
IT'S AUTOMATIC. IT'S ALWAYS ON TIME.***

CITY OF ROSWELL
FINANCIAL SERVICES DIVISION
38 HILL STREET
SUITE 210
ROSWELL, GA 30075

**PLEASE COMPLETE AND RETURN TO INITIATE YOUR
BANK DRAFT OPTION**

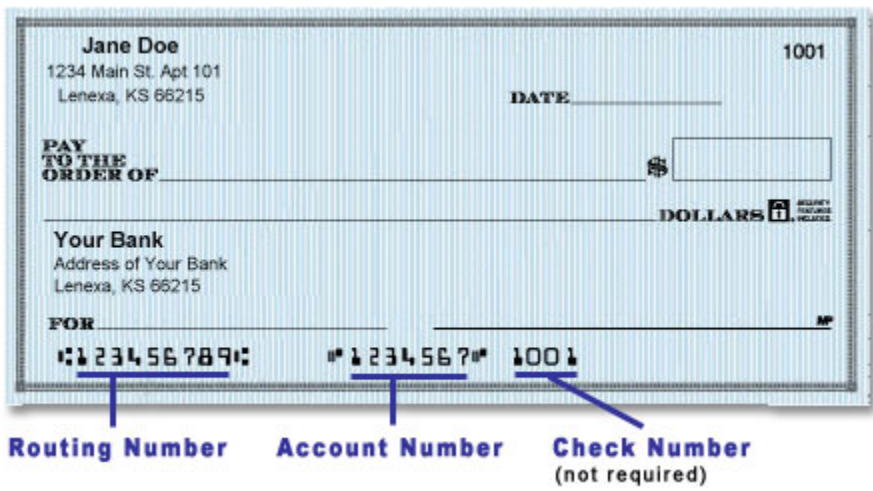
SERVICE LOCATION: _____

NAME: _____

ACCOUNT NUMBER: _____ **E-MAIL:** _____

WOULD YOU LIKE TO RECEIVE YOUR FUTURE BILLS VIA E-MAIL? YES NO

CONTACT NUMBER (S) MOBILE: _____ **HOME:** _____



BANK OR FINANCIAL INSTITUTION: _____

ROUTING NUMBER: _____ **CONFIRM ROUTING NUMBER:** _____

ACCOUNT NUMBER: _____ **CONFIRM ACCOUNT NUMBER:** _____

SIGNATURE: _____ **DATE:** _____

*** FOR FINANCIAL SERVICES DIVISION USE ONLY ***		
Date received	Date Entered	Name

We are striving to meet the changing and growing needs of our City, and in an effort to better serve our citizens/customers, it is our continual goal to provide you with quality service.

The City of Roswell Financial Services Division is now offering you the opportunity to have your City Utility payments made directly from your checking or savings account. Through Bank Draft Convenience, your payment can be made automatically and on time, relieving you of the inconvenience of check writing or missed payments.

To implement this procedure, please complete the Bank Draft Form and return to our office. When your bank draft option is activated your bill will reflect the transaction. Your bank draft payment will be processed one business day prior to the due date and applied to your account on the due date. Billing is processed the last business day of the month and is due the 15th of the following month.

The information provided is confidential to the extent of state law *O.C.G.A. 50-18-72*, and *U.S. Code Title 5, Section 552*, the federal *Privacy Act of 1974*.

Please be advised that the Bank Draft cannot be processed without an authorized signature. Also, please notify us when changing banks or cancellation of the bank draft option.

If you have any questions, please contact our Finance Department, 770.641.3759, 8:00 A.M. - 5:00 P.M., Monday through Friday.

38 HILL STREET, SUITE 210, ROSWELL, GEORGIA 30075.

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