

City of Plaquemine
City Light and Water Office

23640 Railroad Avenue
Plaquemine, LA 70764-2754
(Physical)

P. O. Box 777
Plaquemine, LA 70765-0777
(Mailing)

Phone: 225-687-3725 ♦ Fax: 225-687-7418 ♦ www.plaquemine.org

Bank Drafting Authorization Form

1. Complete and sign this Bank Drafting Authorization Form for your utility billing payments.
2. Return your completed application, along with a voided check to:

City of Plaquemine
Utilities Department
P. O. Box 777
Plaquemine, Louisiana 70765-0777

UTILITY ACCOUNT INFORMATION

Utility Account Number

E-mail Address

NAME (please print full name as it appears on bill)

Service Address (street number & name)

INFORMATION ABOUT YOU

First Name

MI

Last Name

Phone Number (required)

Mailing Address –Street

Apt

City

State

Zip

Banking Account Number

Name of Financial Institution

AUTHORIZATION AND SIGNATURE

I authorize the City of Plaquemine to instruct my banking institution / savings & loan or credit union to deduct my payments from the checking account listed on the enclosed voided check. I require no additional notices prior to action being taken on this authorization. As a customer of record, I am fully responsible to review all monthly bills. If I have any questions about or wish to dispute a bill, I agree to contact Utility Customer Service at (225) 687-3725 at least seven (7) days before my due date. This will suspend the automatic payment feature for the month.

Please sign here (required)

Date

INCLUDE A VOIDED CHECK

*Include a blank check with the word **VOID** written across the face with your application.
This is the checking account from which your utility bill will be automatically paid.*

Note: If you have more than one account you wish to have drafts drawn on, please fill a separate form for each account number.