



**CITY OF HAVELOCK**  
**CUSTOMER SERVICE**  
**BANK DRAFT CANCELLATION FORM**  
*PHOTO IDENTIFICATION IS REQUIRED*

Today's Date: \_\_\_\_\_

- *Accounts are drafted the 10<sup>th</sup> of the month; if your request is after the 5<sup>th</sup> of the month, your account has already been processed to be drafted. An electronic file is created anywhere from 2-5 days in advance of the scheduled draft and sent to the bank. Once the file is created and sent, your account will be drafted*
- *Please be advised that your bill now must be paid by another method to avoid any additional penalties and or disconnection.*
- *To set up a new draft from a different checking/savings account, you will need to reapply and provide a voided check (if drafting from a checking account); your account will not be drafted until you see the message on your bill in the bill comment section stating "Your account will be drafted on the 10<sup>th</sup>; do not pay".*

I authorize the City of Havelock to CANCEL the bank draft from my account.

Date Draft will be cancelled: \_\_\_\_\_

Name on Account: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*This institution is an equal opportunity provider and employer.*

---

**\*\*\*FOR OFFICE USE ONLY\*\*\***

DATE REC'D \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

CID # \_\_\_\_\_

ENTERED ON SPREAD SHEET BY: \_\_\_\_\_