



***Tired of writing a check each Month and searching for a stamp to mail it?***



TLBK Quick Pay is the way!! It will ensure your payment to us is never late, it will save you time and money and the best part is it's **FREE!!!** The Town of Longboat Key will automatically transfer your payment from your checking account. It couldn't be easier or more convenient. Just complete the authorization form and return it to us. If you have any questions, please call us at 941-316-1999.

**TOWN OF LONGBOAT KEY UTILITY DEBIT BILLING AUTHORIZATION**

**YES!**

I want to save time and money. Please make my monthly utility bill payment through the Town of Longboat Key Utility Department billing automatic payment plan. I hereby authorize the Town of Longboat Key to initiate utility bill payment deductions from my **checking** account in the banking institution listed below. **I have attached a VOIDED check.**

Name of Financial Institution (**U.S. BANKS ONLY**) \_\_\_\_\_

Routing number \_\_\_\_\_ Checking Account Number \_\_\_\_\_  
(This is the 9 digit number in the lower left corner of your check)

I understand the payment will be initiated approximately on the 15<sup>th</sup> of the month. If the 15<sup>th</sup> does not fall on a business day, the charge will be initiated on the first business day following the 15th. This authorization is to remain in full force and effect until the Town of Longboat Key and my financial institution has received written notification of its termination in such time and in such manner as to afford both the Town and my financial institution a reasonable opportunity (estimated to be 30 days) to act upon such termination. I understand it is my responsibility to ensure there are sufficient funds in the account at all times to make the required payments.

Print Name \_\_\_\_\_

Utility Account Number \_\_\_\_\_ Phone Number ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_\_\_

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

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

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

**Note: If joint account, both parties must sign.**

Please allow 4-6 weeks for your application to be processed. You will still receive a monthly statement each month indicating the amount that will be debited. Please continue to pay your bill until you see a message on your bill stating that your bank account will be debited.



**Mail completed form and voided check to:**  
**Finance Department**  
**501 Bay Isles Rd.**  
**Longboat Key, FL 34228**

**Fax completed form and copy of check to: (941) 316-1940**