

## **ELECTRONIC FUNDS TRANSFER**

The Town of Lantana offers an Electronic Funds Transfer (EFT) payment option designed to make utility payments more convenient, economical and efficient. This will save you time and money by eliminating check preparation and postage. Your payment will be made automatically by a direct debit to your bank account. **You will continue to receive a monthly utility bill.**

**To Enroll or Change your EFT payment option**, complete the application (other side) and return with a voided check or bank letter with account and routing information. (Write "VOID" in the space for your signature line. Do NOT mail in a deposit slip).

Your enrollment in the EFT payment option will take at least 5 business days to become active. Please pay your monthly bill until you see \*DO NOT PAY\* in the amount due column.

Once your account has been verified, the total amount due, listed on your utility bill, will be deducted on the "DUE DATE". Any questions or disputes regarding your bill must be made 5 business days PRIOR to your payment deduction.

There is no charge from the Town of Lantana for this service; however, your bank may charge a fee.

If there are insufficient funds in your bank account on the payment date, the automatic payment will NOT be honored, and you may be penalized by the bank and/or the Town of Lantana. Any payment refused by your bank will be handled the same as a "Non-sufficient Funds" check (NSF), and your account will be assessed a return payment fee of \$25 or 5% of the face amount on the payment, whichever is greater. Cash or money order will be required within 72 hours of being notified of the NSF.

**NOTE: Written notification is required 5 business days in advance should you change banks and/or bank account numbers, or decide you no longer want to participate in the EFT program. Please complete a new form if your bank information changes and allow 5 business days for the change to take effect.**

We hope you will find the EFT payment option a valuable tool in managing your payments and we look forward to helping you save time and money. Should you have any questions, please contact Customer Service at (561) 540-5020.

Sincerely,

*Town of Lantana Utility Billing*

**(Complete the Other Side)**



**ELECTRONIC FUNDS TRANSFER APPLICATION**  
**(Please print or type)**

**START or CHANGE AUTOMATIC PAYMENTS**     **STOP AUTOMATIC PAYMENTS**

**Customer Information:**

**Utility Account No.** \_\_\_\_\_

**Name** \_\_\_\_\_

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

**Primary Phone No.** \_\_\_\_\_ **Mobile Phone No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**You may return this application with your payment. Please affix a “VOIDED” check below or attach a bank letter if you are starting or changing the automatic payments.**

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If starting or changing Electronic Fund Transfer  
**Affix Voided Check Here or Attach Bank Letter**  
(A deposit slip will not provide accurate information)

<u>Office Use Only:</u>		
Received: _____	Entered: _____	Verified: _____
Active: _____		