



City of Pocatello  
Utility Billing Department  
911 N 7<sup>th</sup> Ave  
PO Box 4169  
Pocatello ID 83205-4169  
(208) 234-6241 (voice)  
(208) 234-6577 (fax)  
[www.pocatello.us](http://www.pocatello.us)

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## Bank Draft Authorization/Cancel Form

Please fill out the following form and return to:  
City of Pocatello Utility Billing Department  
PO Box 4169  
Pocatello ID 83205-4169  
(208) 234-6577 (fax)  
[utilities@pocatello.us](mailto:utilities@pocatello.us)

**Important: Must include a voided check so that this request can be processed.**

I authorize the City of Pocatello Utility Billing Department to draft my account(s) monthly for the amount of services billed by the City of Pocatello Utility Billing Department. I authorize the financial institution listed on the attached voided check to debit such amounts for my account(s) as indicated below.

Check One:  Authorization  Cancellation  Change  
Check One:  Checking Account  Savings Account

**Account(s) will be drafted on the statement due date(s).**

Customer Name: \_\_\_\_\_

Customer Phone Number: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_ - \_\_\_\_\_

If more than one City of Pocatello Utility Billing account is to be drafted, please list each account number.

Signature as shown on bank records: (must sign rather than type)

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

Your authority will remain in full force and effect until the City of Pocatello Utility Billing Department has received written notice from you to cancel the authorization. You have the right to stop payment of a debit entry by notifying the City of Pocatello Utility Billing Department in writing at least five (5) business days prior to their charging your account. Requests for adjustments of incorrect charges appearing on your bill should be made directly to the City of Pocatello Utility Billing Department at (208)234-6241.