



City of Casselberry

Finance Department – Utilities Division

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7700, Prompt #4
Fax (407) 262-7762 • Website: www.casselberry.org

BANK DRAFT AUTHORIZATION

IMPORTANT NOTE: Bank Drafting will begin after account verification. The draft will be sent to your bank for payment 15 days following the “bill date” noted on your bill. You will receive a bill with the notation “bank draft” once it begins. You will be responsible for verification of the draft. Insufficient funds will result in termination of bank drafting and a service fee is imposed in accordance with state statutes.

Customer’s Utility Account Number: _____

Customer Name: _____

(Note: Name on Utility and Bank Accounts must match)

Social Security #: _____ Telephone No.: (_____) _____

Mailing Address: _____

Service Address: _____

Please enter ALL the information below very carefully. Your bank can help provide you with this data.

Bank Name: _____

Bank Address: _____

City: _____ State: _____ Zip Code: _____

Bank Routing Number: _____ (9-digit routing number)

Customer Bank Account Number: _____

Type of Account: Checking Savings

ATTACH A VOIDED CHECK OR A SAVINGS DEPOSIT FORM FOR ACCOUNT VERIFICATION

I THE UNDERSIGNED, AUTHORIZE the City of Casselberry Utility Division to send my Utility bill to the above bank for direct payment from my account.

Customer Signature _____

Date _____

PLEASE REMIT

By Mail
P. O. Box 180819
Casselberry, FL 32718-0819

In Person
95 Triplet Lake Drive
Casselberry, FL 32707

By Fax
(407) 262-7762

Internal Use:

Cycle/Route: _____ - _____ Bank Code entered: _____ Date: _____ Customer/Bank entered: _____ Date: _____



City of Casselberry

SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE

You are being provided this written policy for one or more of the purposes checked below, per Section 119.071(5), Florida Statutes.

THE CITY OF CASSELBERRY COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES:

- CLASSIFICATION OF ACCOUNTS
- IDENTIFICATION AND VERIFICATION**
- CREDIT WORTHINESS
- BILLING AND PAYMENTS
- DATA COLLECTION, RECONCILIATION, AND TRACKING
- BENEFIT PROCESSING
- TAX REPORTING
- NEW UTILITY ACCOUNT APPLICATIONS
- BANK DRAFT AUTHORIZATIONS
- VENDOR REGISTRATION APPLICATIONS
- LOCAL BUSINESS TAX RECEIPTS
- VOLUNTEER CONTRACTS FOR BACKGROUND CHECKS
- EMERGENCY TRANSPORT FOR BILLING AND INSURANCE
- POLICE STATEMENTS AND ARRESTS FOR VERIFICATION OF IDENTITY
(Please refer to Casselberry Police Department General Order 51.0 and related specific notice – Appendix A - Casselberry Police Department Notice, effective 12-23-07)

This written policy was adopted by the Casselberry City Commission via Resolution 08-1853 on January 14 2008, in compliance with Section 119.071(5), Florida Statutes (2007).