



TOWN OF ATOKA

334 Atoka-Munford Avenue

Atoka, Tennessee 38004

Phone: (901) 837-5300

www.townofatoka.com

DIRECT PAYMENT (ACH) CANCELLATION FORM

The Town of Atoka hopes that you have enjoyed the benefits of our Direct Payment Plan for utility customers. By having your Atoka utility payment deducted automatically from your existing checking or savings account each month, you have saved stamps, checks and eliminated late fees on your account each month. We hope you have found it to be a valuable service and just one more way that we are enhancing the customer experience in doing business with the Town.

The Direct Payment Plan makes life easier in several ways:

- Pay your bill in a convenient and timely manner- even if you're on vacation or out of town.
- No late fees since your payment is always on-time.
- It's easy to sign up for, easy to cancel.

Here's how to cancel your Direct Payment Plan service:

1. While we're sorry to see you go, please complete the below form.
2. Sign the form and return to the Atoka Utility Billing office at least thirty (30) days prior to your desired cancellation date.
3. That's it. Our staff team will take it from there. You may sign up for the service again at any point in the future by completing a new authorization form and submitting it to our office.

Name: _____

Atoka Utility Account Number: _____ - _____ - _____

I hereby request that the Town of Atoka cancel my Direct Payment Plan and end all Automated Clearing House (ACH) transactions previously authorized for payment on my account.

I acknowledge that any ACH transaction initiated by the Town of Atoka during the thirty (30) day cancellation period may still be deducted from my authorized account and applied to my Atoka utility account. I further understand that I may be charged fees by the Town for transactions declined by my financial institution.

Date: _____

Signature: _____