



City of Sugar Hill
Automatic Payment Service (APS)
CHANGE / END
APS Enrollment /
Bank Account Information

1 - Attach a VOIDED check in the space below.

Account Type (circle one): Checking or Savings

2 - Complete the short application below.

Service Address: <i>(as shown on your bill)</i>	
Name on Gas Utility Account: <i>(as shown on your bill)</i>	
Natural Gas Utility Account Number: <i>(as shown on your bill)</i>	

I authorized the City of Sugar Hill to deduct funds from my account on the date my Natural Gas Utility bill is due, at the financial institution listed above, to pay my Sugar Hill gas utility bills. I understand that I can stop these automatic payments if I notify the City of Sugar Hill and/or my financial institution in writing. I also understand that the City of Sugar Hill and/or my financial institution can stop my participation in this service if necessary.

Name as shown on financial institution records

Signature as shown on financial institution records

Date

Allow one full billing cycle for change to be processed.

END APS ENROLLMENT (PLEASE PRINT)

Effective date _____ **please cancel my APS.**

Complete the short application below.

Service Address: <i>(as shown on your bill)</i>	
Name on Gas Utility Account: <i>(as shown on your bill)</i>	
Natural Gas Utility Account Number: <i>(as shown on your bill)</i>	

Signature

Date

Allow one full billing cycle for cancellation to be processed.

Office Use Only	
Date	CSR
Approved	
Entered	
Denied	
Reinstated	
Terminated	
Cycle/Route	