



**Authorization to Pay City of Myrtle Beach Utilities  
Water & Sewer Service  
CHECKING or SAVINGS ACCOUNT**

Return this form by mail, fax, or email to:  
City of Myrtle Beach, Utility Billing Dept., P.O. Box 2468, Myrtle Beach, SC 29578, Fax (843) 918-1210,  
mbutilpay@cityofmyrtlebeach.com

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(As it appears on your City of MB Bill – please print)

Water Service Address: \_\_\_\_\_

Account Number: \_\_\_\_\_  
(As shown on your City of MB bill)

Financial Institution Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Checking Acct. Number: \_\_\_\_\_ Savings Acct. Number: \_\_\_\_\_

I authorize you to pay and to charge my checking/savings account in amount of my Utility service bill and to make that deduction payable to the order of the City of Myrtle Beach. I hereby authorize the Financial Institution named above to pay my monthly Utility service bill by charging each payment to my account. I agree that each recurring payment shall be the same as if it were an instrument personally signed by me in writing. This authority is to remain in effect until revoked by me in writing. In addition, I have the right to request refund of a charge by timely notification to the City of Myrtle Beach at phone number (843) 918-1212. I further understand that both the Financial Institution and City of Myrtle Beach reserve the right to terminate this payment plan (or my participation therein). I agree to inform the City of Myrtle Beach of any changes to my bank account information when said information changes and to also provide the appropriate documentation such as a void check or void deposit slip.

Incorrect information will cause your Financial Institution to reject and no draft will be made making it necessary to pay your account by other means. A rejected draft will be subject to a \$25 service charge.

Note: You are required to attach one of the following to this authorization form:

- Voided check if drafting on a checking account
- Voided deposit slip if drafting on a savings account

I understand and accept the terms of this agreement.

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

AUTOMATIC PAYMENT PLAN  
For Utility Service

FAX to (843) 918-1210 or email to mbutilpay@cityofmyrtlebeach.com

(Rev. 10/13/14)