



## REQUEST TO STOP BANK DRAFT FOR UTILITY BILL

To request that your bank draft for the utility bill be stopped, you will need to complete all of the following information, sign the form and return it to City Hall.

**Please type or print clearly. All information must be supplied.**

Once signed and all information is verified, the bank draft of your utility bill will be stopped. Unless your water service has been turned off, you will still receive a utility bill as usual. Remember to pay your utility bill by the 15<sup>th</sup> of the month.

### YOUR INFORMATION:

Utility  
Account Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_

### YOUR BANK INFORMATION:

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

You may drop off at City Hall (210 W. Railroad Street), put in drop box on front of City Hall, mail to City of Earlville, P.O. Box 98, Earlville, IL 60518 or email to [adminassistant@earlvilleil.org](mailto:adminassistant@earlvilleil.org). If you have any questions, please call 815-246-9588.

**BE CERTAIN THAT ALL INFORMATION IS SUPPLIED.  
THANK YOU.**