



PENDER COUNTY UTILITIES
605 E. Fremont Street
P.O Box 995
Burgaw, NC 28425
Phone - 910.259.1570
Fax - 910.259.1579
www.pendercountync.gov

Anthony Colon, Director

Bank Draft Cancellation Letter

Date_____

Attention: Billing Supervisor

I am writing to inform you of a change pertaining to my bank draft payment withdrawal(s). My Pender County Water & Sewer Account number is _____.

Currently my payment is automatically withdrawn from my bank account #_____. The automatic payment withdrawals are made on the __12th__ day of the current months water bill.

I hereby notify you of the **Cancellation** of the authorization for the above referenced automatic bank draft payment withdrawal(s).

I understand that I need to give at least 15 days notification prior to the next scheduled draft.

Thank you for your prompt attention to this request.

Signature Required: _____

If you are looking to cancel a bank draft, please complete this form and e-mail to utilities@pendercountync.gov or fax 910-259-1579.

“This institution is an equal opportunity provider and employer.”