



City of Tracy

Finance Department

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CustomerService@CityofTracy.org

AUTHORIZATION TO DISCONTINUE AUTOMATIC PAYMENT OF UTILITY BILL

TO: **The City of Tracy**

RE: Utility Account # _____

Address: _____

Please accept this as instruction to cancel the pre-authorized payments from my checking account.

FROM: _____
PRINT NAME SIGNATURE DATE

It may take up to 7 business days to process this request, and any payment requests processed to your bank while this request is pending cannot be cancelled by the City. Please afford the City of Tracy and the Financial Institutions a reasonable opportunity to act on this request.