



117 Cook St. • Dayton, Texas 77535 • Telephone - (936) 258-2642 • FAX - (936) 258-2348

BANK DRAFT AUTHORIZATION FORM FOR UTILITY SERVICES

PLEASE READ ALL ASPECTS OF THIS AUTHORIZATION FORM CAREFULLY:

In order to have your monthly bill deducted directly from your bank account, the following information must be completed and all applicable areas signed. Upon completion, please return this form to the Utility Billing Department at the address above. Originals are required, faxed copies will not be accepted.

It is your responsibility to verify with the City of Dayton staff when your first draft will take place. You will be responsible for any payments due before this date and any late charges incurred for non-payment.

By completing and signing this form, you are authorizing the City of Dayton to debit the account indicated for your monthly utility billing. The amount debited will be for any and all amounts due to the City for services and the amount may vary from month to month. You are also granting authorization to the City of Dayton to do any required adjusting debits or credits to your bank account as may be needed to correct billing errors.

A monthly billing summary will be mailed to you indicating the amount that has been drafted from your account. Any payments returned to the City of Dayton from your financial institution will be charged back to your utility billing account and any additional returned check fees will be applied. The return of a check for non-payment could result in the disconnection of utility services.

The City of Dayton reserves the right to cancel this bank draft at any time for any reason. In the event that this draft is canceled, you will be notified before your next billing due date. The City of Dayton agrees to abide by all applicable ACH (Automated Clearing House) rules and operating guidelines.

Your bank account information will be kept private and only used for the purpose intended in this authorization. This authorization will continue in full force until revoked by you in writing and delivered to the City of Dayton. Upon receipt of your request to discontinue payment draft services, you will be notified before your next billing due date when your draft will cease, applicable time must be given to the City of Dayton in order to process the request.

UTILITY BILLING ACCOUNT INFORMATION:

Name of Account Holder: _____
(An authorization form must be completed for each account)

Utility Billing Account Number: _____

BANK ACCOUNT INFORMATION – YOUR FINANCIAL INSTITUTION SHOULD BE CONSULTED TO VERIFY THIS INFORMATION. ACCURACY OF THIS INFORMATION IS YOUR RESPONSIBILITY.

Name of Account: _____
(Individual must be an authorized signer of both the utility billing account and bank account)

Account Number: _____

Check only one: Checking Account: _____ Savings Account: _____

Bank Routing and Transit Number: _____
(Must be 9 digits)

Name of Financial Institution: _____

City and State of Financial Institution: _____

A voided or canceled check must be included with this form.

By signing below, you agree to the terms and conditions of this authorization:

Signature

Date

Printed Name of Signature

For Office Use Only:

Date Received: _____ Employee: _____ Date Data Entered: _____ Employee: _____ Verified: _____

Verification of Pre-note and Billing Accuracy: Date: _____ Employee: _____