



For your convenience... BANK DRAFTING SERVICE for Water Utility Bills

Pay your monthly utility bills automatically from your checking or savings accounts. It saves time and money – no checks to write, no postage, and no fees for the service. Bills will always be paid on time!

You will continue to receive a monthly utility bill indicating water consumption, amount owed, and due date.

The total amount of your bill is electronically deducted from your checking account each month on the due date, which appears on your bill. Financial institutions list automatic payments on their monthly account statements.

TERMS AND CONDITIONS FOR ENROLLMENT

You are responsible for contacting your financial institution prior to signing the authorization form below:

- To ensure your institution's participation, and
- Determine bank fees applicable for this service.

It takes approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check. Your bill will indicate that electronic bank drafting is effective with the statement: "YOUR ACCOUNT WILL BE DRAFTED FOR..."

Returned checks will be charged a fee by the City. Please call your financial institution regarding questions on fees they may charge separately. The City will remove your account from bank drafting for two 'returned checks' within a 12-month period (1 year). You will then be ineligible to participate in BANK DRAFTING for the next 12 months.

Claims on disputed bills must be received in the Utility Customer Service Office at City Hall at least ten (10) business days prior to the due date.

To remove your account from BANK DRAFTING, written authorization must be received in the Utility Customer Service Office, 1945 E. Jackson Road, at least 30 days prior to the effective bill date.

Please check: New Change

Authorization Form for Bank Drafting Your Monthly Water Utility Bills

I have read and agree with the terms and conditions.

Initial: _____

I authorize the City of Carrollton to debit my account each month for the amount of services billed on my water utility account. I also authorize my financial institution, below, to debit same amounts from my account.

Name of Financial Institution

Bank Account Number Routing Number

Check the appropriate boxes:

Type of financial institution: Bank Savings & Loan
 Credit Union Other
 Type of account: Checking Savings

Please print (if writing by hand):

Customer Name

Mailing Address

City State Zip Code

Signature(s)

(All authorized signatures are required.)

Date

Water Utility Account Number

Mobile Phone Number

Return this form to:
contactus@cityofcarrollton.com

OR

Utility Customer Service
City of Carrollton
1945 E. Jackson Rd.
Carrollton, TX 75006

I agree and understand that by signing the Electronic Signature, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signatures on all forms regarding any and all future documentation with a signature requirement, should I elect to have signed electronically. Under penalty of perjury, I herewith affirm that my electronic signature, and all future electronic signatures, were signed by myself with full knowledge and consent and am legally bound to these terms and conditions.

Need assistance? Call 972-466-3120 between 7:30 a.m. and 5:30 p.m. Monday through Thursday or 7:30 until 11:30 a.m. Friday.