CARROLLTON
TEXAS

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 assessed 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 Utility Bills

I have read and agree with the terms and conditions.

Please 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 Phone Number

_____
City State Zip Code

Please check the appropriate boxes:

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

Type of account: ____ Checking ____ Savings

Please print:

_____
Customer Name

_____
Service Address

_____
City State Zip Code

_____
Signature(s)

_____
(All authorized signatures are required.)

_____
Date

_____
Water Utility Account Number

_____
Daytime Telephone Number

Please return this form and a voided check to:

Utility Customer Service
City of Carrollton
P.O. Box 115120
Carrollton, TX 75011-5120

YOU MUST ALSO INCLUDE A VOIDED CHECK SO THE CORRECT BANKING INFORMATION CAN BE RECORDED. For assistance, please call 972-466-3120 between 7:00 a.m. and 6:00 p.m. Monday through Friday.