



City of Orchard
P.O. Box 59
Orchard, TX 77464
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Ph: 979-478-6893

BANK DRAFT (AUTO PAY) AUTHORIZATION FORM

The City of Orchard offers an easy and convenient way to pay your water utility bill. Our Bank Draft service allows you to have your bill paid automatically by direct deduction from your bank account. Bank Draft saves you time and ensures that your bill is paid on time, even when you are out of town. You will continue to be provided a monthly statement showing your current charges. Because payment is automatic, there are no late fees or postage costs.

INSTRUCTIONS:

- Complete the authorization form below; to authorize payment from your checking/savings account, provide account information along with a blank check marked **VOID**.
- Payments will be deducted from your checking/savings account on the due date or the first business day following the due date; **if we receive two (2) returned bank drafts as unpaid for any reason, you will be taken off the bank draft program.**
- The first automatic draft may take up to thirty (30) days from receipt of this authorization form.
- You may cancel this plan at any time by completing a "Bank Draft Cancellation Form."

We also offer paperless billing. Please indicate if you would like to receive your bill via email or mail.

- ☐ Receive bill by email: email address: _____
- ☐ Receive bill by mail

Customer Name (as it appears on your bill)

Account Number (as it appears on your bill)

Service Address

Daytime Telephone Number

Email Address

Bank Information: Type of Account: _____ **Checking** _____ **Savings**

Bank Name

Bank ABA Routing Number

Bank Account Number

Name on Bank Account

I authorize the City of Orchard to withdraw from the bank account indicated above, my monthly amount due for utility services. The **maximum amount** that I authorize to withdraw is \$_____. I understand that the City of Orchard may terminate this automatic payment plan if the City receives two (2) returned bank drafts. I also understand that at any time I may elect to discontinue my enrollment in this plan by completing and submitting a "Bank Draft Cancellation Form."

Signature (of bank account holder)

Signature Date

To ensure the highest level of security regarding your bank information, our preferred method of receiving a voided check is to deliver it in person to our office or place it in our night drop. We will accept a scanned and emailed or mailed version of your voided check; however, you are responsible for contacting the Water Billing Office to ensure receipt of your information.
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