
AUTHORIZATION FOR ELECTRONIC BANK DRAFTING

Please read the **TERMS AND CONDITIONS** for Electronic Bank Drafting



CUSTOMER INFORMATION: (Please Print)

Name: _____ Date: ___/___/___

Mailing Address: _____

City State ZIP

Daytime Phone: _____ Utility Account Number: _____

E-mail Address: _____

FINANCIAL INSTITUTION INFORMATION: (Please Print)

Name: _____

Branch Location: _____

Your Account Number: _____ Institution Routing Number: _____

(First 9 digits in bottom left corner of check)

Type of Financial Institution:

Bank Savings & Loan Credit Union Other _____

Type of Account: Checking Savings

I have read and agree with the **TERMS AND CONDITIONS**. _____ (Please Initial)

I hereby authorize the City of Highland Village to debit my account each month for the amount of services billed on my Utility Billing Account. I also authorize my Financial Institution, listed above, to debit the same amounts from my account.

SIGNATURE: _____ Date: ___/___/___

Please attach a voided check here. DO NOT attach a Deposit Slip!

Terms and Conditions

You are responsible for contacting your financial institution, prior to submitting the authorization form, to ensure your institution's participation and to determine any applicable service fees.

Questions regarding bills must be received by the Utility Billing Office at least five (5) business days prior to the bill due date (currently the 20th of each month).

To discontinue electronic drafting, written authorization must be received in the Utility Billing Office at least thirty (30) days prior to the due date.

When service is discontinued due to moving out of the city, your final bill will not be an electronic drafted bill.

The City of Highland Village assesses a fee of twenty-five dollars (\$25.00) to your account for each *Non-Sufficient Funds (NSF)* draft. **Please call your financial institution regarding fees they charge separately.** The City of Highland Village will remove your account from electronic drafting for two (2) NSF drafts within a twelve (12) month period. You will then be ineligible to participate in electronic bank drafting for the next twelve (12) months.