



Automatic Bank Draft Authorization Form

As a service to you, a valued customer, the City of Needville offers automatic payment of your utility bill. Your bill will be mailed to you for your records; however, your checking/savings account will be drafted on the due date. If the due date falls on the weekend, we will draft the Friday before. This service will eliminate assessment of a penalty for overlooking your bill. Account holder hereby authorizes the City of Needville to draft their monthly utility bill on the checking/savings account attached. There is no processing fee.

Complete the form, attach a voided check and return it to the City of Needville at 9022 Main St, Needville or by mail to P.O. Box 527 Needville, TX 77461. If mailed please confirm receipt of documents by calling 979-793-4253.

I hereby authorize the City of Needville to initiate debit entries to the checking or savings account indicated on the attached form. The depository financial institution named will receive and debit same entries to my account.

This authority is to remain in full force and effect until the Utility Billing Department has received written notification from me of its termination. Termination requests must be received 10 (ten) business days before the draft date to take effect.

This draft may take one complete billing cycle after the completed form is returned to the City of Needville for the bank draft to take effect. During this time the customer is responsible for making timely payments. All bills paid by bank draft will state ****City of Needville****.

Automatic drafts returned by your financial institution unpaid for any reason will be charged back to your utility account and assessed a \$30.00 service charge in addition to any fees your financial institution may charge. Upon return of your draft as unpaid your utility account will immediately be removed from automatic draft.

SIGNATURE: _____

DATE: _____



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DATE: _____ UTILITY ACCT#: _____

COMMERCIAL OR RESIDENTIAL (Circle one)

ACCOUNT NAME: _____

SERVICE ADDRESS: _____

BANK NAME: _____

BANK ACCOUNT #: _____ ROUTING #: _____

TELEPHONE #: _____

DRIVERS LICENSE #: _____

EFFECTIVE DATE: _____

REMINDER: THIS DRAFT MAY TAKE ONE COMPLETE BILLING CYCLE AFTER THE COMPLETED FORM IS RETURNED TO THE CITY OF NEEDVILLE FOR THE BANK DRAFT TO TAKE EFFECT. DURING THIS TIME THE CUSTOMER IS RESPONSIBLE FOR MAKING TIMELY PAYMENTS.

SIGNATURE: _____

DATE: _____