



Town of Ponder Utilities

102 W. BAILEY STREET
PONDER, TEXAS 76259
Phone: (940) 479-2396 Fax: (940) 479-2100
E-Mail: kharrison@pondertx.com
www.pondertx.com

BANK DRAFT AUTHORIZATION FORM

Please initial ONE of the requested actions below:

ESTABLISH NEW DRAFT

☐

MODIFY EXISTING DRAFT

☐

CANCEL EXISTING DRAFT

☐

Internal Use Only

Acct # _____ Rte# _____

Bank Draft Effective Date: _____

Accepted & Authorized by: _____

Customer Name: _____

Service Address: _____

HM Phone: _____ Cell Phone: _____

E-mail: _____

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NEW or MODIFIED BANK ACCOUNT TO BE DRAFTED:

Please enter ALL information very carefully. Your Bank can help provide you with this data.

Bank Name: _____

Bank Address: _____

Customer Bank Acct #: _____

Bank Routing # _____ (9-digits)

Please attach a VOIDED CHECK for account verification

BE ADVISED that the routing number on the check is NOT always the proper routing number for bank draft purposes. Your bank can assist you with this data. _____ (INITIAL HERE)

I authorize the Town of Ponder Utilities Department to send my utility bill to the above-named financial institution for direct payment from my account. By signing this authorization, I attest that I have reviewed and agree to the terms and conditions of the Town of Ponder Bank Draft Policy. Further, in making this authorization, I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is to remain in effect until revoked by me in WRITING, pursuant to the Town of Ponder Bank Draft Policy. In addition, I understand that I must notify the Town of any billing disputes no later than eleven (11) days after the bill date on my utility bill to prevent the bank draft from being processed. I understand that failure to notify the Town of billing disputes within this time period may result in the bank draft being processed as regularly scheduled.

Customer Signature _____ Date _____

If you would like a copy of the signed authorization form and bank draft policy, please check the box ☐

PLEASE BE ADVISED – Bank drafting may begin as early as your next bill due date. Once established, your bill will indicate: **BANK DRAFT – DO NOT PAY**. However, your utility bill may have already been generated at the time the bank draft is established. You may receive one bill without the wording **BANK DRAFT – DO NOT PAY**. You should assume that the bank draft will occur on your bill due date. DO NOT submit payment. In the event of timing issues with the bank draft, any late fees incurred as a result of the initial establishment of the bank draft will be waived.