



BANK DRAFT AUTHORIZATION

The City of Sachse provides a secure and convenient option for paying utility bills through its ACH bank draft program. Enrollment authorizes the automatic monthly withdrawal of your utility payment from your designated checking or savings account. Customers will continue to receive a monthly utility statement reflecting current charges; however, because payments are processed automatically, late fees and any postage costs are eliminated. This auto-draft service is offered with no fees and at no cost from the city to the customer.

INSTRUCTIONS:

- To authorize payment from your checking/savings account, provide your utility billing account information along with a blank or cancelled check marked “VOID”
- Once your bank draft is set up, your monthly utility bill will reflect the amount as paid.
- Payments will be deducted from your checking/savings account on the 15th of each month. If the 15th day falls on a weekend or City-observed holiday, the draft will take place the next business day.
- If the City of Sachse receives two (2) or more returned bank drafts as unpaid for any reason, you will be removed from the bank draft program. You will be notified in writing of the circumstances. The account will then be billed for any return payments plus any return payment fees.
- If the City of Sachse receives a returned bank draft for “Account Closed,” you will be automatically removed from the bank draft program. A notification will be sent to the email address and/or mailing address on record. The account will then be billed for any return payments plus any return payment fees.
- You may cancel auto draft at any time by notifying the City of Sachse in writing. If there are changes to your checking or savings account, you will be required to notify us by completing another authorization form.
- If you have any questions regarding this program, please contact the City of Sachse Utility Billing Customer Service Department at 469-429-4763.

City of Sachse Bank Drafting AUTHORIZATION FORM

Return to the City of Sachse by email to utilitybilling@cityofsachse.com or by regular mail.

CUSTOMER NAME (As appears on your utility bill)

EMAIL ADDRESS

SERVICE ADDRESS

CITY

ST

ZIP

TELEPHONE NUMBER

UTILITY ACCOUNT NUMBER (As it appears on your utility bill)

NAME OF FINANCIAL INSTITUTION

BANK ROUTING & ACCOUNT NUMBER

NAME (of bank holder/customer)

SIGNATURE (of bank holder/customer)

DATE

Authorization Agreement for Pre-Authorized Payments

I authorize the City of Sachse and the financial institution designated in this authorization form to withdraw from my checking/savings account payment of my utility bill. I understand that both the financial institution and the City of Sachse reserve the right to terminate this payment option and/or my participation herein. I also understand that at any time I may elect to discontinue my enrollment in this plan by providing written notice at least 30 days in advance to the City of Sachse.

