



BANK DRAFT AUTHORIZATION FORM

The City of Allen offers an easy and convenient way to pay your utility bill. Through bank drafting, your monthly utility bill is withdrawn automatically from your checking/savings account. You will continue to receive a monthly statement showing your current charges. Because payment is automatic, there are no late fees or postage costs. This service is provided to you free of charge. (Your financial institution may charge a transfer fee. Please contact your bank.)

INSTRUCTIONS:

- To authorize payment from your checking/savings account, provide account information along with a blank check marked “VOID”.
- Once your bank draft is set up, your monthly utility bill will show the payment amount.
- Payments will be deducted from your checking/savings account on the due date or the first business day following the due date. This information will be shown on your utility bill along with your bank statement.
- If we receive 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.
- You may cancel this plan at any time by notifying the City of Allen in writing. You must notify us of any changes in your banking and/or account information by completing another authorization form.
- Processing of this form may take up to thirty (30) days.
- If you have any questions regarding this program, please contact the City of Allen Utility Billing Department at 214-509-4560

City of Allen Bank Drafting AUTHORIZATION FORM

Return to the City of Allen via fax 214-509-4567, email to coutilities@cityofallen.org or by regular mail.

CUSTOMER NAME (As appears on your utility bill)

ADDRESS CITY STATE ZIP

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

NAME OF FINANCIAL INSTITUTION BANK ACCOUNT NUMBER

NAME (of bank account holder) SIGNATURE (of bank account holder) DATE

Authorization Agreement for Pre-Authorized Payments

I authorize the City of Allen 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 Allen reserve the right to terminate this payment plan 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 to the City of Allen.