



**AUTOMATIC BANK DRAFT
AUTHORIZATION FORM**

Name of your financial institution:	
Branch:	Routing#:
Bank Account#:	Bank Telephone#:

I authorize the City of Freeport Utilities Department to draft against my

Checking, or Savings Account

for payment of my monthly utility bill until this authority is revoked in writing by me.

I agree that each payment will have the same effect as a check personally written, signed and submitted by me.

Signature (as required by your financial institution)	Date:
Name (Please Print)	
Address	
Telephone#:	
Utilities Account# (XX-XXXX-XX):	

Please detach and mail to:

Attn: Water Utilities Department
City of Freeport
200 West 2nd Street
Freeport, TX 77541

**Be sure to enclose a
voided check or deposit slip**

Paying your utility bill just got much easier!

The City of Freeport presents:

UTILITIES AUTOMATIC BANK DRAFT SERVICE

The City of Freeport is pleased to offer Bank Draft, which is our automatic bank draft program. It is an easy way to pay your utility bill without visiting our office, writing monthly checks, or paying postage charges.

What are the benefits:

- ▶ Save time spent writing checks!
- ▶ Save on postage and envelopes!
- ▶ Guaranteed the 5% early payment discount!
- ▶ Guaranteed no late fees!
- ▶ And it's simple to sign up!

And best of all:

It's Free!

For more information, contact us at the



**Freeport Water Utilities Department,
City Hall ... (979) 233-3526.**

Here's how the program works:

- A bill for your monthly utility services will be mailed to you each month showing the exact amount to be drafted from your bank account and the date the draft will be drawn.
- The amount of your monthly utility bill then will be withdrawn automatically from your checking or savings account each month on the due date indicated on your utility bill.
- To participate in this program, you must have a checking or savings account at a bank, or savings and loan institution. Please allow 30-60 days for this application to become effective. NOTE: If you have more than one utilities account with the same name, all accounts will be drafted.
- To revoke this authority the account holder must notify the Water Utilities Department at the address stated, in writing, of their intent to cancel. Please provide at least one week prior to the next withdrawal for cancellation.
- If drafts are returned insufficient at any time, a \$25.00 fee will be assessed on the account. The City reserves the right to end this automatic bill payment service at any time after giving written notice of termination to the account holder. A second insufficient bank draft will result in the termination of this program for the account holder.

How do I get started?

- To authorize the bank draft, complete the form on the left, and return it along with a voided check or deposit slip to the Freeport Water Utilities Department at the address stated.

Cut along Dotted Line and Stamp. Check to form and mail to address below.

