

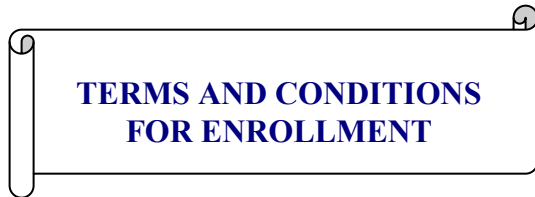


## Authorization Form for Bank Drafting Your Monthly Utility Bills:

### For your convenience.... **AUTO-PAY**

Pay your monthly utility bills automatically from your checking or savings accounts. It saves time and money – no checks to write, no postage, no fees for the service. Bills will always be paid on time!

You will continue to receive a monthly utility bill indicating water consumption, amount owed and due date. The total amount of your bill is electronically deducted from your checking account, on the 15<sup>th</sup> of each month, or the next business day. Financial institutions list automatic payments on their monthly account statements.



You are responsible for contacting your financial institution prior to signing the authorization form below:

- To ensure your institution's participation, and
- Determine bank fees applicable for this service.

It could take up to 2 billing cycles before the automatic deduction will occur. In the meantime, please continue to pay. Your bill will indicate that electronic bank drafting is effective with the statement: "BANK DRAFT – DO NOT PAY".

A fee of \$25.00 for each "insufficient funds" will be assessed by the City. Please call your financial institution regarding questions on fees they may charge separately. The city will remove your account from bank drafting for two "insufficient funds" within a 12 month period (1 year). You will then be ineligible to participate in AUTO-PAY for the next 12 months.

To remove your account from the AUTO-PAY, written authorization must be received in the Utility Billing Office at least 30 days prior to the effective bill date.

<p>_____ New                      _____ Change</p> <p><input type="checkbox"/> Set up date _____</p> <p><input type="checkbox"/> Pre-note date _____</p> <p><input type="checkbox"/> First draft date _____</p> <p style="text-align: center;"><b>OFFICE USE ONLY</b></p>
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I have read and agree with the terms and conditions.  
Please initial: \_\_\_\_\_

I authorize the City of Midlothian to debit my account each month for the amount of services billed on my water/sewer/garbage/recycle utility account. I also authorize my financial institution, below, to debit same amounts from my account.

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
City                                      State                                      Zip Code

\_\_\_\_\_  
Financial Institution Phone Number

*Please check the appropriate boxes:*

Type of financial institution:

\_\_\_\_\_ Bank                                      \_\_\_\_\_ Savings & Loan  
\_\_\_\_\_ Credit Union                                      \_\_\_\_\_ Other

Type of account:

\_\_\_\_\_ Checking Account                      \_\_\_\_\_ Savings Account

*Please Print:*

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                                      State                                      Zip Code

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Utility Account Number

\_\_\_\_\_  
Daytime Telephone Number

**YOU MUST INCLUDE A VOIDED CHECK SO THE CORRECT  
BANKING INFORMATION CAN BE RECORDED**

**DRAFT DATES WILL BE ON THE 15<sup>TH</sup> OF EACH MONTH OR  
THE NEXT BUSINESS DAY**