



The City of Highland Haven offers our customers automatic bank draft service, an easy and convenient way to pay your utility bill. Through bank drafting, your monthly bill amount is withdrawn automatically from your checking or savings account.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

INSTRUCTIONS:

- Complete the Automatic Bank Draft Authorization form below.
- Complete one form for each utility account number if you have more than one account.
- **To authorize payment from your checking or savings account, provide account information along with a blank check marked VOID. (Temporary checks will not be accepted.)**
- The amount due as shown on your utility bill will be deducted from your checking or savings account on the due date or, if on a holiday or weekend, the first business day following the due date.
- If the City receives two (2) returned bank drafts as unpaid for any reason, you will be taken out of the automatic bank draft service. If a draft is returned insufficient, a \$35.00 fee will be assessed on your account.
- The first automatic draft may take up to 30 days from receipt of this authorization form.
- You may cancel this service at any time by completing a "Bank Draft Cancellation Request:" form.
- For Questions regarding this service, please call **(830) 265-4366**.

Automatic Bank Draft Authorization

Customer Name (as it appears on your bill) _____

Account Number (on bill) _____

Service Address _____

Email Address _____

Daytime Telephone Number _____

Financial Information: Type of Account: _____ Checking _____ Savings

Name of Financial Institution _____

ABA Routing Number _____

Name on Financial Institution Account _____

Financial Institution Account Number _____

Maximum Draft Amount \$ _____ (must put in an amount)

I authorize the City of Highland Haven and the Financial Institution designated on this authorization form to withdraw funds on a recurring basis from my checking or savings account for payment of my utility bill. I understand that both the Financial Institution and the City reserve the right to terminate this service and my participation in it at any time. I understand that I am responsible for payment of any insufficient fees assessed to my utility account for bank drafts that are returned as insufficient by my Financial Institution. I also understand that I may elect at any time to discontinue automatic bank draft service by completing and submitting a "Bank Draft Cancellation Request" form.

Signature (as accepted by your Financial Institution) _____

Date _____

To ensure the highest level of security regarding you bank information, **this form and a voided check may be submitted in person or by mail.**

Deliver to :
City Hall
510-A Highland Dr
Highland Haven Tx. 78654