



Bank Draft Authorization Form

The City of Sulphur Springs offers an easy and convenient way to pay your water bill. Through bank drafting, your monthly bill is withdrawn automatically from your checking and/or savings account. You will continue to be provided 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 authorization form below.
- To authorize payment from your checking/savings account, provide account information along with a **blank check marked VOID**.
- Payments will be deducted from your checking/savings account on the 10th day after the bill is generated.
- The first automatic draft may take up to thirty (30) days from receipt of this authorization form. If your bill does not say "bank drafted" on it, please pay your bill with check, cash, or credit/debit card.
- You may cancel this plan at any time by calling the water office.

Drafting AUTHORIZATION FORM (Return to the City of Sulphur Springs)

Customer Name (as it appears on your bill)

Account Number (as it appears on your bill)

Service Address

Daytime Telephone Number

Check here if you wish to have your bill emailed to _____
Email Address

Bank Information: Type of Account: _____ Checking _____ Savings

Bank Name

Name on Bank Account

Bank Routing Number

Bank Account Number

I authorize the City of Sulphur Springs and the financial institution designated on 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 Sulphur Springs 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 contacting the water office.

Signature (of bank account holder)

Signature Date