

# BANK DRAFT AUTHORIZATION



<b>1</b> WHO ARE YOU?	_____
	UTILITY ACCOUNT NUMBER
	_____
	CUSTOMER NAME
_____	
CUSTOMER ADDRESS	
_____	
CUSTOMER'S HOME PHONE NO./DAY TIME PHONE NO.	

<b>2</b> TYPE OF AUTHORIZATION	<b>SELECT ONE:</b>	<b>TYPE OF ACCOUNT:</b>	<b>(SELECT ONE)</b>
	<input type="checkbox"/> Initial Authorization	<input type="checkbox"/> CHECKING	
	<input type="checkbox"/> Change	<b>OR</b>	
	<input type="checkbox"/> Cancellation of Authorization	<input type="checkbox"/> SAVINGS	

Please attach copy of voided check here

<b>3</b> ACCOUNT INFORMATION	PLEASE CONTACT YOUR BANK FOR THIS INFORMATION. INCORRECT INFORMATION WILL DELAY UTILITY BANK DRAFT PROCESSING.
	_____
	ACCOUNT NUMBER
	NAME AND ADDRESS OF FINANCIAL INSTITUTION
_____	
_____	
_____	
_____	
ROUTING NUMBER	
_____	
BANK'S PHONE NUMBER	

PLEASE CONTACT YOUR BANK FOR THIS INFORMATION. INCORRECT INFORMATION WILL DELAY UTILITY BANK DRAFT PROCESSING.
_____
ACCOUNT NUMBER
NAME AND ADDRESS OF FINANCIAL INSTITUTION
_____
_____
_____
ROUTING NUMBER
_____
BANK'S PHONE NUMBER

<b>4</b> CUSTOMER AUTHORIZATION	I hereby authorize the City of Aztec to pay and charge to my (our) account all bills for utilities and miscellaneous services rendered against the undersigned by the City of Aztec. I understand this authorization will remain in force until the City has received written notification of termination or change and allow the City sufficient time to process same notification.
	_____

I hereby authorize the City of Aztec to pay and charge to my (our) account all bills for utilities and miscellaneous services rendered against the undersigned by the City of Aztec. I understand this authorization will remain in force until the City has received written notification of termination or change and allow the City sufficient time to process same notification.	_____
Customer Signature (Must be the same as on bank signature card)	Date
RETURN FORM TO CITY OF AZTEC, UTILITY CUSTOMER SERVICE DEPARTMENT, 201 W CHACO, AZTEC, NM 87410	

UTILITY PAYMENT AGREEMENT FOR BANK DRAFTS

1. Bank drafts will be available for all customers. (Exception: - Bank Draft service not available to customers on "cash only" status)
2. A Bank Draft Authorization form must be completed. The deadline for the form to be completed is the 14<sup>th</sup> of each month in order to have bank draft started for the next billing cycle. The first month we will run a test on each bank draft with the bank to verify all information is correct, no amount will be drafted from your bank account until the second billing cycle. This means you will need to make one more payment until your bank draft begins. Another way to know your amount due will be drafted is your billing statement will read "DO NOT PAY" and bank draft will appear in the amount area.
3. Any completed bank draft authorization received after the 15<sup>th</sup> will be processed the following month.
4. Review your monthly utility bill. Should you feel your bill contains an error you must notify the Aztec Utility Office immediately to hold the bank draft until the error is corrected. Otherwise, your payment will be drawn on the 10<sup>th</sup> of the following month.
5. All customer bank drafts submitted, by the City, as payment for utility services are required to be covered by sufficient funds in the bank account upon which the draft is drawn.
6. Any customer bank draft returned by the bank to the City due to non-sufficient funds will cause a \$25.00 service charge to be assessed to the customer.
7. No insufficient fund bank drafts will be resubmitted to the City's bank account and must be redeemed by the customer with cash or cashier's check.
8. Any customer experiencing two or more bank draft returns within a one year period will be placed on a "cash only" basis with respect to making payments on his utility account and will be taken off bank draft status for one year.
9. Bank drafts will remain in force until the City has received written notification of termination or change and allow the City sufficient time to process same notification.

**THE UNDERSIGNED HAS READ AND AGREES TO THE ABOVE STATEMENTS.**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_