



# CITY OF HUTCHINS, TEXAS

## Authorization Agreement for Auto Bank Draft (ACH) Debit

321 N. Main St. (PO Box 500) Hutchins, TX 7541 \* 972.225.6121 \* 972.225.559 Fax

**\*\*If this form is incomplete, you will NOT be enrolled in Auto Bank Drafting\*\***

1. Complete and sign the Bank Draft Authorization below.
2. Attach a voided check. NO deposit slips or temporary checks will be accepted. CHECKING ACCOUNTS ONLY.
3. Take the application and voided check by the Water Billing Department at City Hall, 321 N. Main or mail the agreement and voided check to City of Hutchins Water Billing P.O. Box 500, Hutchins, TX. 75141.
4. For security reasons and account protection, all new and updated authorization(s) will be subject to the pre-note process. This process requires 4-6 weeks to complete. Your first billing after signing up for the ACH Bank Draft will go through the pre-note process and payment will NOT be drafted from your bank account. Your second billing will be drafted from your bank account, along with the first billing amount if unpaid.
5. Your checking account will be automatically drafted with the total amount due two business days prior to the due date each month.
6. **Returned transactions due to non-sufficient funds or closed account will incur a \$25 fee. After two (2) returns, for any reason, from your banking institution, the automatic bank draft will be discontinued.**
7. Closing of your water account **STOPS** the ACH procedure and your final bill **MUST** be paid with cash or check directly to the City of Hutchins.

Name(s) on the Water Account \_\_\_\_\_

Water Account Number(s) \_\_\_\_\_

I (we) hereby authorize the City of Hutchins to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) checking account at the bank named below:

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

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

Bank Transit/ABA (Routing) Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

**This authority is to remain in force and effect until the City of Hutchins has received 30 DAYS ADVANCE NOTIFICATION IN WRITING from me (or either of us) to TERMINATE this authority in such time and in such manner as to afford the City of Hutchins and Depository a reasonable opportunity to act on such request**

Signature and date \_\_\_\_\_ Phone \_\_\_\_\_

Signature and date \_\_\_\_\_ Phone \_\_\_\_\_

PLEASE INCLUDE A VOIDED CHECK WITH THIS FORM AND RETURN TO THE CITY OF HUTCHINS

Received: \_\_\_\_\_ Entered: \_\_\_\_\_