

City of The Village  
2304 Manchester Drive  
The Village, OK 73120  
(405) 751-8861 Ext. 255



## Bank Draft Authorization

### How does this work?

- Complete the form below.
- Bring completed form to Administration counter at The Village Municipal Building OR
- Mail completed form to: Billing Clerk, City of The Village, 2304 Manchester Drive, The Village, OK 73120
- Attach a Voided Check or Bank Letter for the account you wish to have drafted.

**PLEASE READ** - This form must be turned in 30 days before the billing cycle. The account balance must be even, meaning no credit or balance due, before this procedure can be activated. You will receive the utility bill as usual and it will be marked "DRAFTED ON" with the draft date shown. Your checking account will be drafted **around** the 15<sup>TH</sup> of the month you are billed. **If your account number begins with 1 or 2**, the billing months are February, April, June, August, October, and December. **If your account number begins with 3 or 4**, the billing months are January, March, May, July, September, and November. Commercial accounts are billed every month. Please complete all lines on the form.

NAME ON ACCOUNT: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ ACCT NO: \_\_\_\_\_

YOUR PHONE NO: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

BANK PHONE NO: \_\_\_\_\_

ROUTING & ACCOUNT #'S: \_\_\_\_\_ / \_\_\_\_\_

**PLEASE READ** - I hereby authorize the City of The Village to draft my checking account for my utility payment each billing cycle. I understand this procedure will remain into effect until I notify the City of The Village in writing to do otherwise. I understand it is my responsibility to notify the City of The Village if any banking information changes. I realize uncollected funds for any reason will be subject to collection procedure and additional fees will apply.

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(For city use only)

DATE: \_\_\_\_\_ START CYCLE: \_\_\_\_\_ DRAFT AMOUNT \$ \_\_\_\_\_