



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.
- **You MUST attach a Voided Check or Bank Letter for the account you wish to have drafted.**
- Bring your completed form to the Administration counter at The Village City Hall OR mail completed form to: Billing Clerk, City of The Village, 2304 Manchester Drive, The Village, OK 73120.

PLEASE READ - You will receive the utility bill as usual and it will be marked "DRAFTED ON" with the draft date shown at the bottom of the slip. Your checking account will be drafted **the day before the bill is due. This date may vary.** 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 each month. Please complete all lines on the form.

VILLAGE ACCOUNT #: _____

SERVICE ADDRESS: _____

YOUR NAME: _____

YOUR PHONE #: _____

NAME OF BANK: _____

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 in 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 of any banking information changes. I realize uncollected funds for any reason may be subject to additional fees and collection procedures.

YOUR SIGNATURE: _____ DATE: _____

(For Office Use Only)

DATE PROCESSED: _____

BANK SYSTEM NAME: _____