



Utility Billing Department



## AUTHORIZATION FOR BANK DRAFTING

Bank Drafting is a service offered to current City of Lancaster Water Utility customers. This service is provided to allow you to have your payment transferred each month directly from your bank account. The information listed below will help you understand more about this type of payment method and how you can sign up for Bank Drafting.

- With bank drafting, you will receive your regular utility bill each month. Printed on the bill will be the short message.
- "BANK DRAFT 00/00/00". There will be a date after the words Bank Draft that will indicate the date when the money will be transferred out of your account.
- On this bank draft date, the money for the payment of utility bill will be automatically transferred from your bank account. You may cancel the bank draft service at anytime you desire. In order to have no monies deducted from your bank account after a utility bill has been mailed, you can stop the bank draft anytime up to seven (7) days after the billing date by calling the Utility Billing Department.
- You can apply for this service simply by completing the attached authorization form and returning it to the Utility Billing Department.
- You are reminded that inadequate funds or any other problems with your bank account that result in no transfer of funds from your account will be processed by the City of Lancaster as a returned check. Also a returned check fee will be assessed for this business transaction.
- If you have any questions regarding this service, please call the Utility Billing Department at (972) 218-1328 or stop by and visit City Hall at 211 N. Henry Street.

I authorize the City of Lancaster, Utility Billing Department to debit my account each month for the amount of services billed to my water utility account. I also authorize my financial institution identified below to debit same amounts from my account.

**Please Print:**

\_\_\_\_\_  
Name of Financial Institution

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

***Please check the appropriate boxes***

- Bank    Savings & Loan    Credit Union    Checking Account    Savings Account    Other
- A copy of my voided check is attached.

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
City of Lancaster Water Utility Account Number

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Account Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form to: City of Lancaster, Utility Billing, P. O. Box 940, Lancaster, TX 75146**

P. O. Box 940 | Lancaster | Texas | 75146 | 972.218.1328 | [www.lancaster-tx.com](http://www.lancaster-tx.com)

