



CITY OF WACO EASY PAY BANK DRAFT

Name *(as shown on bank records)*

City of Waco Water Account Number

Name of Financial Institution

Financial Institution Account Number

Financial Institution Routing Number

City, State and Zip Code *(of Financial Institution)*

Your Daytime Phone Number

Your email address

I authorize the City of Waco to draft my bank account each month for the amount of services billed to me by the City of Waco Water Utility Services Department. I authorize the financial institution indicated above to debit such amounts from my account.

Signature *(as shown on bank records)*

X _____

Date

 / /

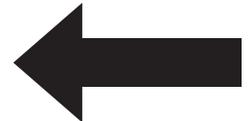
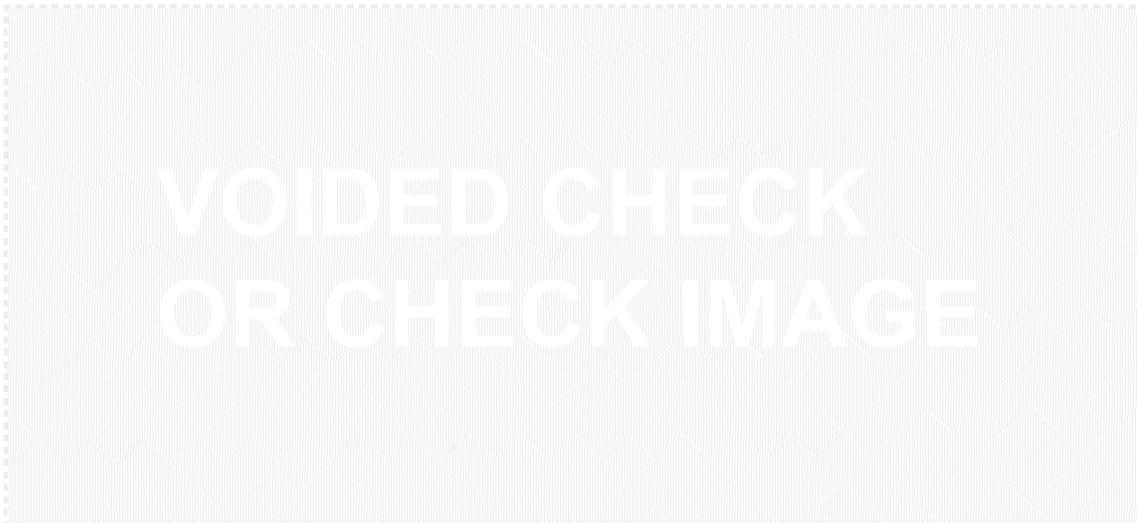
Terms and Conditions

Your authority will remain in full force and effect until the City of Waco Water Utility Services Department has received written notification from you to cancel the authorization. You have the right to stop payment of a debit entry by notifying the City of Waco Water Utility Service Department in writing at least 5 business days prior to their charging your account. Requests for adjustments of incorrect charges appearing on your City of Waco Water Utility Services bill should be made directly to the City of Waco Water Utilities Office located at P.O. Box 2649, Waco Texas, (254) 299-2489. Easy Pay bank drafts returned by your financial institution dishonored may be subject to a \$30.00 fee by the City of Waco in addition to any fees your financial institution may charge.

IMPORTANT:

To complete this process, you must print, sign, attach a voided check and submit this form by:

- **MAIL:** P.O. Box 2570 Waco, TX 76702-2570
- **FAX:** 254-299-2490
- **DELIVER:** 425 Franklin Ave. Waco, TX 76701 *(Lobby: Monday - Friday, 9:00 - 5:00)*



Attach voided check or check image here.

