City of Richmond

Utility Service

402 Morton Street
Richmond, TX 77469
(281) 342-5456
(281) 232-8626 Fax

AUTOMATIC BANK DRAFT AUTHORIZATION

Account Information

Name_____

Address_____ Account No._____

E-Mail_____ Home Phone_____

Driver's License_____ Work Phone_____

Bank Information

Checking_____ Savings_____ (Check one)

Bank Name_____ Account No._____

Bank Address_____ Routing No._____

_____ Bank Phone#_____

I authorize The City of Richmond to debit the account indicated above to pay my monthly utility bill. I understand that my bank account will be debited for the total amount due on the due date. (Should the due date fall on a weekend or holiday, your draft will be on the business date prior). If the city of Richmond erroneously debits funds from the above account, I authorize the City of Richmond to initiate the necessary credit entries not to exceed the total amount for the entry in question.

This authorization will remain in effect until written authorization has been received by the City of Richmond to terminate automatic debit. Authorization must be received at least five (5) business days before the account is charged.

Any balance due on the account at the time the authorization is submitted must be paid in full before starting the automatic bank draft.

There will be a $30.00 return direct draft fee for all returned drafts for insufficient funds.

Customer Signature_____ Date_____

A VOIDED CHECK IS REQUIRED WITH AUTHORIZATION

Office Use Only

Processed by:_____ Entered Date:_____