



Utility Collections
 3015 Bellmead Drive
 Bellmead, TX 76705
 Phone 254-799-2436
 Fax 254-799-599

Automatic Bank Draft Authorization Form

Bank drafting is available to customers choosing to have their monthly utility bill deducted from their checking or savings account. To take advantage of the FREE service, simply sign this authorization form and return it either in person or by mail, along with a voided check to the City of Bellmead Utility Collection office at 3015 Bellmead Drive, Bellmead, TX 76705. For more information please call (254) 799-2436.

I hereby authorize the City of Bellmead to initiate debit entries to the checking or savings account indicated below. The depository financial institution named below will receive and debit same entries to my account.

This authority is to remain in full force and effect until the Utility Collections Department has received written notification from me of its termination. Termination requests must be received 5 business days before the draft date to take effect.

*This draft may take one complete billing cycle after the completed form is returned to the City of Bellmead for the bank draft to take effect. During this time the customer is responsible for making timely payments. All bills paid by bank draft will state ****Bank Account Drafted****.*

Automatic drafts returned by your financial institution unpaid for any reason will be charged back to your utility account and assessed a \$35.00 service charge in addition to any fees your financial institution may charge. Upon return of your draft as unpaid your utility account will immediately be removed from automatic draft.

Bank Name _____

Bank Mailing Address _____

_____ (City) _____ (State) _____ (Zip)

Routing# _____ Bank Account # _____ Checking Savings

(Lower left-handed corner of check)

Customer Name _____

Drivers License # _____ State _____ Phone _____

Service Address _____

Utility Account # _____

Signature _____ Date _____

To complete this process a voided check must be returned with this form. To determine your draft date, locate your cycle and route on your utility bill - Cycle 01, drafts the 1st of each month. Cycle 03 drafts the 15th of each month. If the draft date is on a holiday or weekend the draft will occur the business day after.

For Office Use Only:

Processed By: _____

Date: _____