



CITY OF WACO

EASY PAY BANK DRAFT

Terms and Conditions

I authorize the City of Waco to draft my account monthly for the amount of my services billed to the City of Waco Water Utility Services Department for its own account or for others. I authorize the financial institution indicated below to debit such amounts from my account.

My City of Waco Account Number

Financial Institution Information (Checking or Savings)

Name of Financial Institution

City, State and Zip Code of Financial Institution

Your Daytime Phone Number

Your email address

Name(s) as shown on bank records

Signature(s) as shown on bank records

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 a voided check or a photocopy of the numbers and symbols on the lower left portion of your check should be returned with this form to ensure accurate processing. Completed forms may be faxed to 254-299-2490.