



Library
 (940) 365-9162
 (940) 365-9411 Fax

Fire Department
 (940) 365-9785
 (940) 365-9911 Fax

Police Department
 (940) 365-2601
 (940) 365-1216 Fax

CITY OF AUBREY

CITY HALL
 107 S MAIN STREET
 AUBREY, TX 76227
 (940) 440-9343
 (940) 365-1215 FAX

Public Works
 (940) 440-9343
 (940) 365-1215 Fax

BANK DRAFT AUTHORIZATION

This authority is to remain in effect until the city of Aubrey receives written notice of termination. On the fifth (5th) of every month, utility payments will be drafted from customer accounts with the exception of holidays, weekends, bank closings, or other unexpected events. In that event, payments will draft on the next business day. Account will be drafted for the full balance no partial payments can be arranged. Look for payment deductions to reach your financial institute in approximately two (2) days.

If ACH draft is returned by bank for non-payment, a "Returned Payment" fee of \$30. will be applied to your account. Restitution will be expected within 10 days of notification.

Please fill out the information requested below and return this application to the City of Aubrey, City Hall at the address mentioned above. Below is the information that I hereby authorize the City of Aubrey Utility Billing Department to use to initiate debit entries on my account.

Select one: New Authorization: Change Authorization:

Name:		Bank Name:	
Street Address:		Bank Address:	
Utility Account #:		Bank Phone #:	
Draft Effective Date:		Name on Bank Account:	
Draft from:	Checking: <input type="checkbox"/>	Savings: <input type="checkbox"/>	Bank Routing #:
			Bank Account #:

Signature/Date: _____

All Information provided to the City of Aubrey Utility Billing Department will be strictly confidential and used for the intended purpose of bank drafting customers' utility bills. The information contained on this form will not be available to other sources, other than the City's banking institution, unless the City of Aubrey receives a written and signed notice from the customer.

