



6309 EDLOE • HOUSTON, TEXAS 77005-3699 • (713) 668-2341

ELECTRONIC BANK DRAFT PAYMENT FORM

Please read this form very carefully before signing

Check all that apply:

- Add** my water/sewer/garbage account to electronic bank draft status
- Change** my water/sewer/garbage account to electronic bank draft status
- Remove** my water/sewer/garbage account to electronic bank draft status

TO ADD/CHANGE BANK DRAFT INFORMATION:

I, _____ authorize the City of Southside Place to initiate variable debit entries to my checking/savings account to pay my bi-monthly water bill. This authorization will remain in effect as of _____, until I provide another copy of this form removing the authorization.

Resident Service Address

Resident Water Account Number

Financial Institution Name

Type of Account (Checking/Savings)

Financial Routing Number

Financial Account Number

Resident Signature

Resident Phone Number

By initialing below, I understand and agree that:

_____ No changes will be made to my utility account regarding electronic bank drafts unless a copy of this form is completely filled out for every status change.

_____ I am responsible for any collection charges in the event that my electronic payment is returned as uncollected for any reason. Reasons include but are not limited to; insufficient funds, closed bank account, or incorrect bank account information.

_____ Along with this form I have provided the City of Southside Place with a voided check or deposit slip with the correct imprinted routing and bank account numbers.

TO REMOVE BANK DRAFT INFORMATION:

I, _____ hereby remove the authorization that the City of Southside Place has to be able to withdraw variable debit entries to my checking/savings account to pay my water bill. This authorization will no longer remain in effect as of _____.

Resident Service Address

Resident Water Account Number

Resident Signature

Resident Phone Number

FOR OFFICE USE ONLY	
RECEIVED BY: _____	DATE: _____
ADDED TO SYSTEM ON: _____	

Remember, if you have more than one water account you must list all water accounts that you wish to add, alter, or remove.