



ELECTRONIC BANK DRAFTING SERVICE

In an effort to provide better service, the City is offering electronic bank drafting service for monthly water bill payments. This can be arranged with almost any financial institution at no additional cost. For additional information call our customer service number, Monday through Friday, 8 a.m. to 5 p.m., at (972) 304-3695.

How the Plan Works

You will receive your monthly water bill in the mail on your normal billing dates stating “**Amount Due will be Bank Drafted – DO NOT PAY.**” Your bank will then deduct the water bill amount approximately one to two days prior to the due date printed on the bill and forward your payment to the City. **If two drafts are returned in a 12 month period, the bank draft service is no longer available.** Please note that participation in the Voluntary Donations program is not currently available through the bank drafting method of payment. Those wishing to contribute will need to contact the Water Billing department directly.

What are the advantages?

No monthly check to write • Save postage • Convenient • Fast and easy

Is there a fee for this service?

There is no charge for this bank draft plan and service may be discontinued at any time by simply notifying the City of Coppel in writing.

How to Apply

Complete all the information in the **Bank Draft Authorization** section of this form. To find the **Transit/ABA number**, contact your bank or other financial institution. This number should have nine digits. Please provide a **voided check** from the account to be drafted. Mail the completed authorization form and voided check to the **City of Coppel, Water Billing Department, PO Box 9478, Coppel, TX 75019** or email the form and a scanned voided check to H2Obills@coppelltx.gov.

BANK DRAFT AUTHORIZATION

Name of Bank or Other Financial Institution

Please Check One: [] Checking Account [] Savings Account

Bank Account Number

Transit/ABA Number

I (We) have given authority to the City of Coppel to bank draft my (our) account for the payment of my monthly water bill. I (We) understand this authority shall remain in full force and effect until written notification of termination is received from me (us), and the City of Coppel and the banking institution have reasonable opportunity to act upon it. I understand that nothing contained in this Authorization shall serve to reduce my obligation to pay my (our) water bill and services will be disconnected should I (we) fail to have sufficient funds in the above referenced account to cover the bill amount.

Account Authorization Signature(s) (Each person who signs on the account must sign the authorization form)

Date:

Date:

Name as it appears on the City of Coppel Account

Water Account Number

Service Address

Daytime Phone Number