



## AUTHORIZATION FOR DIRECT PAYMENT AUTOMATIC BILL PAYMENT CITY OF GARDEN RIDGE

Are you ready to stop worrying about paying your utility bill on time? Sign up for Automatic Bill Payment/ACH for **FREE** today! This service is secure, convenient and saves you time and money. With ACH payments, funds are directly transferred making and much safer compared to paper checks. It saves you from credit card fees. ACH Transfer saves you envelopes, stamps, and paper checks. Using ACH Transfer takes the stress out of remembering to pay your bill each month. You will still receive a copy of your bill and can have up to two weeks to cancel your ACH draft.

If you wish to have your utility bills automatically paid via ACH from your Checking or Savings account, then complete this form and return it to the utility department with a **voided check**.

Customer Name(s): \_\_\_\_\_

Utility Billing Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I hereby authorize The City of Garden Ridge to initiate debit entries to my checking/savings account indicated below and authorize our bank to debit the same such account. This authority is to remain in full force and effect until the City of Garden Ridge and the bank have received written notification from me of its termination with at least two weeks' notice.**

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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PLEASE NOTE: YOUR BANK INFORMATION WILL BE DESTROYED AFTER ENTRY

### Financial Information

Financial Institution's Name: \_\_\_\_\_

Financial Institution Account Number: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_