

City of Jefferson

Bank Draft Authorization Form

The City of Jefferson water/Sewer Department will draft your bank account monthly upon completion of this form. Please attach a **voided check** and return this form to Jefferson City Hall by mail, fax, or in person.

Name on utility account: _____

Utility account number: _____

Utility account service address: _____

Utility accountholder's Phone Number: _____

I hereby authorize the City of Jefferson to withdraw a draft from my bank account on a monthly basis for services rendered.

Bank Name: _____

Name on Account: _____

Bank Routing Number: _____

Bank Account Number: _____

Signature: _____

I understand that this authority shall remain in full force and effect until written notification of termination is received from me and the City of Jefferson and my financial institution have reasonable opportunity to act upon such termination notice. I understand that nothing contained in this Draft Authorization shall serve to reduce my obligation to pay my utility bill and services may be disconnected without notice or hearing, should I fail to have sufficient funds available in the above referenced financial account to cover the amount of the city utility bill.

The City of Jefferson charges no fee for the bank draft plan and you may drop the plan with a thirty day written notice to the City of Jefferson. You will need to check with your bank to see if your bank charges a fee for this service.

After receipt of your completed form and voided check, please continue to pay your bill until the "**Bank Draft – Do Not Pay**", note appears on your utility bill.