



# CITY OF FULSHEAR

## Automated Bank Draft

- The City of Fulshear's Automated Bank Draft is easy and convenient. No more monthly check writing.
- We will draft the net amount due from your bank account on the 24<sup>th</sup> day of the month and mail you a courtesy copy of your utility bill for your records.
- Following these easy steps:
  1. Complete, sign, and return the attached authorization agreement authorizing the City of Fulshear to draft your bank account for utility services.
  2. **Attach a voided or canceled check from the bank shown on the authorization (deposit slip not accepted).**
  3. **If you choose to set up ACH payments, please do not set up payments online. This will automatically cancel your ACH payments.**

I authorize the City of Fulshear to begin deductions from my account named below in the amount of my monthly utility bill. I understand that I may discontinue enrollment in the automated bank draft at any time by sending my request in writing to the City of Fulshear Utility Services Department. As an automated bank draft customer, I will continue receiving my monthly payment statement for review only. I understand that my financial institution and the City of Fulshear have the right to terminate this bank draft or my participation therein. I also understand that the City of Fulshear will not reimburse me for any fees charged by the bank for stop payments, non-sufficient funds, etc. Accounts are drafted on the 24<sup>th</sup> day of every month, except on weekends and holidays, when the accounts will be drafted the following business day.

Utility Services Account Holder's Name: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_ Utility Services Account Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

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

Financial Institution Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Routing # \_\_\_\_\_

Type of Account:  Savings  Checking

Name(s) As Appear on Bank Account: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Include a voided or canceled check from the above account.**

**Email the form to [utilityservices@fulsheartexas.gov](mailto:utilityservices@fulsheartexas.gov)**