



# Haltom City Utility Billing Department

P.O. Box 14247  
4801 Haltom Road  
Haltom City, TX 76117  
(817) 222-7717

## **Announcing Automatic Bank Draft For Your Water Bill**

### ***Make Paying Your Water Bill Easier Than Ever!***

*-Tired of remembering when to send your payment?*

*-Travel often or away from home for long periods?*

*-Looking for a hassle-free way to stay on top of your bills?*

### ***Sign up for automatic payments and enjoy peace of mind – wherever you are!***

Looking for a simple, stress-free way to pay your water bill? Our **Bank Draft Program** could be just what you need! Each month, your bill will be automatically paid from your checking account on the due date – no more writing checks. You'll still receive your monthly bill to keep for your records.

**Getting started is easy:** Just complete the **Bank Draft Authorization Form** below and return it along with a **voided check or bank verification letter**. Once we receive your form, we'll set up your Haltom City water account for automatic payments.

Please allow up to **1 billing cycle (about 1 month)** for the draft to begin.

Until you see the message "**Do Not Pay – Bank Draft**" printed on the top and bottom of your bill, **please continue paying your bill as usual**. This message lets you know that automatic payments have started and will continue each month unless you cancel.

Please note: A **\$35 service fee** (our standard returned check fee) will apply for any draft that is rejected due to insufficient funds, a closed account, or a stop payment.

**Have questions or need help getting started? We're here for you! Call us at 817-222-7717 for more information.**

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By completing this form, I authorize the City of Haltom City to automatically draft my bank account each month for the total amount due on my water bill. I understand this authorization will remain in effect until I notify the Utility Billing Department *in writing* to cancel the service. I also acknowledge that a service fee will be charged if a bank draft is returned due to insufficient funds, a closed account, or a stop payment.

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Name on your water bill (please print)	Account number on your water bill	Service Address
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Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please attach a voided check or bank verification letter face up to the back of this form. We cannot process your Bank Draft without it. Please return this form with your water bill for processing.