

Haltom City Water Billing Department

P. O. Box 14247
5024 Broadway Avenue
Haltom City, Texas 76117-0247
(817) 222-7717

Announcing Automatic Bank Draft For Your Utility Bill

Having trouble remembering when to write a check for your water bill?

Do you travel for extended periods?

Would you like the convenience of having the bill paid automatically?



Our new Bank Draft Program may be the answer for you. Simply keep the bill for your records, and the payment will be automatically drafted from your checking account each month. To initiate this process, you must fill out and return the Bank Draft Authorization Form shown below along with a **VOIDED** check. Upon receipt, we will set up your Haltom City water account with the appropriate drafting information. Please allow up to 2 billing cycles (2 months) from the date we receive your authorization form for the payment to actually be deducted from your checking account and applied to your water bill. Drafting will be done anytime from 11 to 15 days after the billing date for the full amount of the monthly water bill. You will still continue to receive a monthly bill. **It is very important that you continue paying your bill as you normally would until you see the sentence "Do Not Pay - Bank Draft" on the top and bottom portion of your bill.** When you see that message, automatic drafting will start with that bill and continue each month until the draft authorization is canceled. A \$35.00 service charge, which is our standard fee for a returned check, will be added to your account for each rejected draft due to insufficient funds, closed account or stop payment. If you need more information or have further questions about how this process works, please call 817-222-7717.

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Bank Draft Authorization Form

This authorizes the City of Haltom City to draft my bank account each month for all charges owed on my water bill. I understand that this draft authorization will remain in effect until such time I have notified the Utility Billing Department in writing to discontinue this service. I understand that a service charge will be collected in the event any bank draft is rejected for insufficient funds, closed account or stop payment.

Name on your water bill (please print)

Account number on your water bill

Service Address

Phone () _____

Signature

Date

Please attach a **VOIDED CHECK** face up to the back of this form. We cannot process your Bank Draft without it. Please return this form to us for processing.