



CITY OF GRAND JUNCTION-CUSTOMER SERVICE-UTILITY BILLING
PO Box 1809, Grand Junction, CO 81502-1809 (970) 244-1579

***** **AUTOMATIC DRAFT PROGRAM** *****

Dear Customer:

Thank you for your interest in our *Automatic Draft* program. This program is a service that automatically withdraws money from your bank account to pay your City utility bill each month. If you choose to use *Automatic Draft*, please complete the Authorization Form below and attach either a deposit slip or a voided check from the banking account you wish to use. Return this information to our office, and within 6 to 8 weeks your City utility account will be established for participation in *Automatic Draft*. **Please pay your bills in the normal manner until the first automatic withdrawal occurs.** The following information is being provided so you will know how the service will work.

1. All information you provide will remain confidential.
2. The **month before** money is actually withdrawn from your account, you will get a message on your bill saying “automatic account drafting will begin next month”. Please pay this bill in the normal manner.
3. The **month in which the service begins** and each month thereafter, you will get a message on your bill that says “amount will be drafted on or around (the due date of your bill)”. Although the withdrawal date may vary it will never occur **before** the due date on your bill.
4. You will have until the due date of your bill to notify the City of any dispute you may have, and thereby **stop the automatic withdrawal** from your bank account for that month’s billing.
5. **If the service is stopped**, either for a disputed billing or other reasons, you are responsible for paying the bill as required or making other arrangements with the City.
6. You will be permitted only **2 insufficient funds occurrences**, after which the City may cancel your participation in the *Automatic Draft* program.
7. The **total amount due on your bill** will be the amount of the automatic withdrawal from the bank account you designate. The transaction will never exceed the amount indicated as due.
8. You can **stop the Automatic Draft program** for your account by writing the City.
9. **If you move**, *Automatic Draft* will automatically stop for your current address. If you would like to start the service at your new address, a new authorization form will be required for the account at your new address.



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AUTOMATIC DRAFT AUTHORIZATION FORM

Your Name (Please print as shown on utility bill) _____.

City of Grand Junction utility account number (customer # -premise #) _____.

Service Address _____.

Mailing Address (If different than above) _____.

I authorize the City of Grand Junction to instruct my bank/savings institution to make my payments from the account listed below. I understand this authorization may be revoked by me at any time by notifying the City of Grand Junction in writing.

Financial Institution _____.

Your Bank Account Number _____

Checking Savings

Signature _____ Date: _____ Telephone _____.

(Return this form with a **voided check or deposit slip**) Please one service address per form.