

Utility Billing Automatic Draft Program

Thank you for your interest in the Automatic Draft Program. This service will automatically withdraw money directly from your bank account to pay your City of Grand Junction utility bill each month. **If you would like to sign up for the Automatic Draft Program, you must fill out this authorization form, attach a VOIDED check from your bank account and return both the form and voided check to Utility Billing.** All information provided by you will remain confidential.

It may take up to two billing cycles for this information to process, so please continue paying your bills in the normal manner until the first automatic withdrawal from your checking account occurs. The month *before* money is actually withdrawn from your account you will get a message on your bill saying "automatic account drafting will begin next month."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 your current bill in the normal manner. The month the automatic draft service begins, and each month thereafter, you will get a message on your bill saying "amount will be drafted on or around (*the due date of your bill*)." Although withdrawal dates may vary, a withdrawal will never occur before the due date on your bill. 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.

You will have until the due date of your bill to notify Utility Billing of any dispute you may have, and thereby stop automatic withdrawal service through your bank account for that month's billing. 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 Utility Billing. You will be permitted only two insufficient fund occurrences. After which, Utility Billing may cancel your participation in the Automatic Draft Program.

To stop participating in the Automatic Draft Program, please submit your notice of cancelation, in writing, to Utility Billing. If you move, the Automatic Draft Program will automatically stop at your current address. If you would like to start the service at your new address, a new authorization form will be required for the utility account at your new address.

Name as Shown on

Utility Bill: *(please print)* _____

Utility Account Number: _____

Email: _____

Service Address: _____

Mailing Address:

(if different from 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 at any time by notifying the City of Grand Junction in writing.

Financial Institution: _____

Bank Account Number: _____

Checking **Savings**

Signature

Date

Telephone

Return form with VOIDED check. One service address per form.