

City of Ferris

**How to Set Up Automatic Bank Draft**

With Automatic Bank Draft, you do not have to worry about late payments. Automatic Bank Draft allows you to conveniently pay your water bill each month by having it drafted directly from your bank account. It is quick, convenient, and free.

Pending a payment-history check, you will be signed up after one full billing cycle. You will continue to receive a copy of your monthly water bill for your records, but once you are set up, your will be marked "Do Not Pay".

**Account Information**

Name shown on account:	Account Number:
<input type="text"/>	<input type="text"/>

**Customer Information**

Physical street address:	Apt # (if applicable):	
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State:	5-digit zip code:
<input type="text"/>	TX	<input type="text"/>

Daytime phone number:	Evening phone number:
<input type="text"/>	<input type="text"/>

**Bank Account Information**

Name of Bank:	
<input type="text"/>	
Address, City, State, Zip	
<input type="text"/>	
Type of account: (checking/saving)	Name as it appears on bank account:
<input type="text"/>	<input type="text"/>
Routing/Transit number:	Bank account number:
<input type="text"/>	<input type="text"/>

***Please attach a copy of a "voided" check***

I have read and agreed to the terms of Automatic Bank Draft. I understand that my bank account information will be saved so that it can be used to pay my bill each month. I understand that my information will remain confidential.

Print Name:	Signature
<input type="text"/>	<input type="text"/>

### **Terms for Automatic Bank Draft**

I authorize the City of Ferris to debit the account indicated on the attached form in the amount of my monthly invoice. Pending a payment-history check, you will be signed up for one full billing cycle. You will continue to receive a copy of your monthly water bill for your records, but once you are set up, your bill will be marked "Do Not Pay". I understand that the debit will be made on the due date appearing on my invoice, unless such date is a Saturday, Sunday or other bank holiday, in which case the City of Ferris will debit my account on the next banking day.

I understand that my monthly water invoice, together with this authorization form, will be notice of the amount and the date of each withdrawal from my account. I understand that I may withdraw from the automatic bank draft plan 10 business days prior to the next bank draft effective date upon written notice to the City of Ferris and that the City of Ferris may terminate the automatic bank draft plan or my participation in the plan at any time.

I understand that my bank account information will be used only for the purpose of setting up my automatic payment to the City of Ferris and that the City of Ferris will keep my bank account information confidential.

Mail or fax cancellation request to:  
City of Ferris  
Customer Service  
Automatic Bank Draft Program  
104 S. Central  
Ferris, TX 75125  
Fax: 972 842-2609