



UTILITY BILLING & COLLECTIONS - BANK DRAFT FORM

Town of Addison
Financial and Strategic Services
utilityportal@addisontx.gov

Telephone: (972) 450-7081
Fax: (972) 450-7074
Website: www.addisontx.gov

Rather than writing a check each month for your Addison utility bill you can simply complete this bank draft form authorizing the Town to automatically draft your bank account each month.

Addison offers a free electronic option for paying your utility bill. Automatic Bill Payment (ABP) allows you to pay your Addison utility bill electronically on the due date by having funds transferred from your checking or savings account. You will continue to receive your normal utility statement showing the date that charges will be deducted from your account. You do not have to use a specific bank to participate in the program.

To enroll in ABP, complete the authorization form at the bottom of this page and return to the Town along with a VOIDED check.

AUTHORIZATION AGREEMENT FOR DIRECT WITHDRAWALS

I authorize the Town of Addison to initiate direct withdrawals and, if errors occur, I authorize correcting entries to my account (s) indicated below.

<u>Financial Institution Name/Location</u>	<u>Transit Routing Number</u>	<u>Account Number</u>	<u>Type of Account Check/Savings</u>
_____	_____	_____	_____

This authority is to remain in full force until I terminate this authorization.

Service Address: _____

Printed Name: _____

Signature: _____

Date: _____

**Please return with a VOIDED check to:
Town of Addison Utility Billing and Collections
P.O. Box 9010, Addison, TX 75001-9010
For questions please call (972) 450-7081**