



# CITY OF FLAGSTAFF

## UTILITY BILLING BANK DRAFTING AUTHORIZATION FORM

UTILITY ACCOUNT #: \_\_\_\_\_ - \_\_\_\_\_

PLEASE PRINT

\_\_\_\_\_  
(LAST NAME) (FIRST NAME) (M.I.) PHONE #

SERVICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(if different from Service Address) (City) (ST) (Zip)

### **PLEASE CHOOSE ONE PAYMENT PREFERENCE WITH REQUIRED INFORMATION**

PAYMENT FROM CHECKING  
(A voided check must be attached)

PAYMENT FROM SAVINGS  
(A voided deposit slip must be attached)

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Account #: \_\_\_\_\_

You are hereby authorized, until otherwise instructed, to charge to my account all City of Flagstaff Utility charges which include water, sewer, environmental, storm water and trash pick-up. I have read the information on Bank Drafting and agree to the terms.

I understand that requests to discontinue or change this service must be made in writing and sent to the City of Flagstaff, Customer Service Division, 211 W. Aspen Ave, Flagstaff, AZ 86001-5359.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(All authorized signatures are required)

← **PLEASE ATTACH VOIDED CHECK OR DEPOSIT SLIP HERE.**

# **CITY OF FLAGSTAFF**

## ***BANK DRAFTING AUTOMATIC BANK PAYMENT***

### ***THE CONVENIENT, EASY WAY TO PAY YOUR UTILITY BILL***

- Residential and Commercial Customers may have their monthly water, sewer, trash pick-up, environmental and storm water charges paid automatically from checking or savings accounts.
- This service saves time and money - no check to write or postage to pay. There is no fee from the City of Flagstaff for this service. Your bill will always be paid on time.
- You will continue to receive your monthly billing indicating your consumption, amount owed and the due date. The total amount of your bill is electronically deducted from your checking or savings account each month on the **DUE DATE** which appears on your bill. Your financial institution will list automatic bank drafting payments on their monthly account statements to you.
- You will need to verify with your financial institution, prior to signing the authorization form, that they do participate in bank drafting and determine if there is a bank fee to you for the service. You may also stop payment by contacting your financial institution three (3) or more business days before the payment (due date) is scheduled to be made. The stop payment may be subject to a charge by your financial institution.
- It will take approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check. Your bill will indicate electronic bank drafting is effective when a notation that "**BANK DRAFT/DO NOT PAY**" appears on the billing.
- An NSF fee will be assessed by the City of Flagstaff for each insufficient fund transfer attempt. Please call your financial institution regarding questions on fees they may charge separately. The City of Flagstaff may terminate your Automatic bank drafting service if two payment charges are returned for insufficient funds within a 12 month period.
- If you have a question about your billing, you will need to notify Customer Service at 213 - 2231 within ten days of the billing date if any adjustment is required.

**PLEASE NOTE: If you have more than one service location billed from a single Customer Number, all locations assigned to that Customer Number will be bank drafted unless you specify otherwise.**