



**City of Oak Ridge North**  
**ELECTRONIC BANK DRAFT PAYMENT FORM**  
 27424 Robinson Road Oak Ridge North, TX 77385  
 (281) 367-1189 Fax (281) 367-7729

*Please read this form very carefully before signing*

Authorization agreement for **adding, removing** or **changing banks** from which my utility account will be electronically drafted.

I authorize the City of Oak Ridge North to initiate variable monthly debit entries to my checking/savings account to pay my monthly bill on the **10<sup>th</sup> of each month.**

**Add** the following utility accounts to electronic bank draft status: \_\_\_\_\_/ \_\_\_\_\_

**Remove** my utility account from electronic bank draft status: \_\_\_\_\_/ \_\_\_\_\_

- ***Remember, if you have more than one utility account you must list all utility accounts that you wish to add, remove or change information on regarding electronic payments.***

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
Customer Name / Phone Number (**PRINT**)

\_\_\_\_\_  
Customer Utility Service Address

\_\_\_\_\_  
Name of Your Financial Institution

\_\_\_\_\_  
Your Name as Shown on Financial Institution Records (Please Print)

\_\_\_\_\_  
Daytime Telephone Number

I agree to the following provisions of Electronic Payment Processing:

1. I understand that **no changes** will be made to my utility account regarding electronic bank drafts unless a copy of this form is **completely filled out for every status change.**
2. **Changes regarding financial institutions or bank accounts will not be made to my account unless I fill out another copy of this form.** If I close out my bank account **BEFORE** notifying the City of Oak Ridge North and I have an electronic payment already scheduled to be drafted from my utility account **I am responsible for any collection charges.**
3. **I am responsible for any collection charges** due if an electronic payment is returned as uncollected for any reason (for example: non-sufficient funds, closed bank account, incorrect account number). The City of Oak Ridge North will process all returned items in accordance with its policies for all past due utility bills. The City of Oak Ridge North reserves the right to represent any returned electronic payment.
4. **I will provide the City of Oak Ridge North with a voided check or deposit slip with correct imprinted routing and bank account numbers along with this form before I can be added to electronic bank draft status.**

\_\_\_\_\_  
Customer Signature / Date

\_\_\_\_\_  
Customer Service Clerk / Date