

Utility Bill Bank Draft Authorization Form



The City of Saginaw offers its customers the convenience of paying their utility bill by bank draft from a checking or savings account. To enroll, you must complete and return this form to the Utility Billing department. **A voided check must be submitted with the form.** After the completed form is received by our office, the information will be entered into the billing system. The bank requires a test be performed prior to actually drafting payments from your account. The purpose of this is to verify that the routing and account numbers are correct. The first billing cycle after the information is added to our system will not be automatically drafted; you must pay this bill by other means. The second billing cycle after will automatically draft your payment. You will still receive a billing statement but the payment coupon portion will have the wording "Bank Draft-Do Not Pay" noted. The date of your bank draft depends on your billing cycle; you cannot pick what day you want your payment drafted. Cycle 1 customers will have their payments drafted on the 15th of each month and Cycle 2 customer will have their payments drafted on the 30th of each month. If the date falls on a weekend or bank holiday, the payment will be drafted on the next working day.

Utility Account Number _____ or Service Address _____

Applicant Information *(please print)*

Name:	
Phone #:	Email:

Bank Account Information

Bank Name:
ABA Bank Routing #:
Bank Account #:

I, the undersigned customer, do swear that the above information is true and accurate to the best of my knowledge. I hereby authorize the City of Saginaw to debit the bank account monthly for the utility billing payment. This authorization is to remain in full force and effect until the City of Saginaw has received written notification from me of its termination in such time and in such manner as to afford the City of Saginaw and the banking institution a reasonable opportunity to act upon it. At this time, I request for the City of Saginaw to debit the account for utility billing purposes at the banking institution and account number shown on this form.

Signature: _____ Date: _____