



City of Pasadena – Water Billing Office  
P.O. Box 1337  
Pasadena, TX 77501-1337  
713.475.5566 – Office  
713.475.2534 - Fax  
[wbc@ci.pasadena.tx.us](mailto:wbc@ci.pasadena.tx.us)

## BANK DRAFT AUTHORIZATION FORM

The City of Pasadena offers an easy and convenient way to pay your water bill. Through bank drafting, your monthly bill is withdrawn automatically from your checking and/or savings account. You will continue to be provided a monthly statement showing your current charges. Because payment is automatic, there are no late fees or postage costs. This service is provided to you free of charge.

### INSTRUCTIONS:

- Complete the authorization form below.
- To authorize payment from your checking/savings account, provide account information along with a blank check marked **VOID**.
- Payments will be deducted from your checking/savings account on the due date or the first business day following the due date. This information will be shown on your utility bill along with your bank statement.
- If we receive two (2) returned bank drafts as unpaid for any reason, you will be taken off the bank draft program.
- The first automatic draft may take up to thirty (30) days from receipt of this authorization form.
- You may cancel this plan at any time by completing a "Bank Draft Cancellation Form".

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Drafting **AUTHORIZATION FORM** (Return to the City of Pasadena)

\_\_\_\_\_  
Customer Name (as it appears on your bill)

\_\_\_\_\_  
Account Number (as it appears on your bill)

\_\_\_\_\_  
Service Address

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

\_\_\_\_\_  
Email Address

**Bank Information:** Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank ABA Routing Number

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

\_\_\_\_\_  
Name on Bank Account

I authorize the City of Pasadena and the financial institution designated on this authorization form to withdraw from my checking/savings account payment of my utility bill. I understand that both the financial institution and the City of Pasadena reserve the right to terminate this payment plan and/or my participation herein. I also understand that at any time I may elect to discontinue my enrollment in this plan by completing and submitting a "Bank Draft Cancellation Form".

\_\_\_\_\_  
Signature (of bank account holder)

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

To ensure the highest level of security regarding your bank information, our preferred method of receiving a voided check is to deliver it in person to our office or place it in our night drop. We will accept a scanned and emailed, faxed or mailed version of your voided check; however, you are responsible for contacting the Water Billing Office to ensure receipt of your information.