



Utility Collections  
PO Box 549  
Killeen, TX 76540-0549  
Phone 254-501-7800  
Fax 254-526-3710

## Automatic Bank Draft Authorization Form

Bank drafting is available to customers choosing to have their monthly utility bill deducted from their checking or savings account. To take advantage of this FREE service, simply sign this authorization form and return it, along with a voided check to the City of Killeen Utility Collection office at 210 W Avenue C, or mail to P.O. Box 549, Killeen, TX 76540-0549. For more information please call (254) 501-7800.

*I hereby authorize the City of Killeen to initiate debit entries to my checking or savings account indicated below. The depository financial institution named below will receive and debit same entries to my account.*

*This authority is to remain in full force and effect until both entities have received written notification from me of its termination. Termination requests or changes must be received 5 business days before the draft date to take effect.*

*This draft may take one complete billing cycle after the completed form is returned to the City of Killeen for the bank draft to take effect. During this time the customer is responsible for making timely payments. All bills paid by bank draft will state **\*\*Bank Account Drafted\*\***.*

*Automatic drafts returned by your financial institution unpaid for any reason will be charged back to your utility account and assessed a \$30.00 service charge in addition to any fees your financial institution may charge. Upon return of your draft as unpaid your utility account will immediately be removed from automatic draft.*

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

Bank Mailing Address \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Transit ABA # \_\_\_\_\_  
(Lower left-handed corner of check)

Bank Account # \_\_\_\_\_ Checking  Savings

Customer Name \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

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

Utility Account # \_\_\_\_\_

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

To complete this process a voided check must be returned with this form. To determine your draft date locate your cycle and route on your utility bill - Cycles 01, 02, 03, 04 draft the 1<sup>st</sup> of each month. Cycles 05, 06, 07, 08 draft the 10<sup>th</sup> of each month. If the draft date is on a holiday or weekend the draft will occur the following business day.