

INSTRUCTIONS FOR FILLING OUT THE BANK DRAFT AUTHORIZATION FORM

These instructions are a line by line tool for completing all aspects of this form.

NOTE: Checks vary on the information they provide so these instructions are a generalization of information that may be found on your voided check. If for some reason you cannot locate the information needed on your check to complete this form, please contact your bank representative for the proper information.

- ❑ **Bank's Name:** *Name of your banking institution.*
- ❑ **Bank's Phone Number:** *Phone number you use to contact your banking representative.*
- ❑ **Bank's Address:** *Mailing Address of your banking institution.*
- ❑ **State:** *State your bank is located in.*
- ❑ **Zip Code:** *Zip code pertaining to the state and location of your banking institution.*
- ❑ **Checking Account #:** *Account number for your checking account.*
- ❑ **Transit Routing #:** *Transit routing number is located at the bottom of your check. (usually the first set of numbers in the lower left hand corner)*
- ❑ **Check Digit #:** *Last number in the transit routing # (single (1) digit number usually located in the lower left - hand corner of your check).*
- ❑ **Max. Amount To Be Drafted At Any One Time:** *Maximum amount you would like drafted from your account in a billing period. Suggestion: this should be the maximum amount you were billed last year at any 1 given time, plus \$20.00 and rounded to the nearest dollar. (ie. max. bill last year \$200.56, round this to \$221.00)*
- ❑ **Utility Account Name (as it appears on utility bill):** *Name or names listed on your utility statement.*
- ❑ **Utility Account #:** *Account number on your utility statement. (found under the account number section of your utility statement)*
- ❑ **Customer Signature:** *Account holder's signature for authorizing the bank drafting process. (Must be an original signature, signed by the banking account holder)*
- ❑ **Date:** *Date used to start the bank drafting process.*

The block at the bottom of the form is for **CITY USE ONLY**. Please do not write in this area.