



To sign up for the City of Longview Utility Billing Services Automatic Bank Draft, please follow the guidelines below:

1. Complete the Bank Draft Agreement (application).
2. CHECKING ACCOUNTS ONLY. Please attach a voided check. NO deposit slips or temporary checks will be accepted.
3. Return the application and voided check by the Utility Billing Services Department at City Hall, 300 W. Cotton St. or mail the application and voided check to P.O. Box 1952, Longview, TX 75606.
4. For security reasons and account protection, all new and updated applications will be subject to the pre-note process. This process requires 4 to 6 weeks to complete. Your first billing after signing up for ACH Bank Draft will go through the pre-note process and payment will NOT be drafted from your bank account. Your utility account will NOT be subject to late fees or deactivation during the pre-note process. Your second billing will be drafted from your bank account, along with the first billing amount if unpaid
5. Your checking account will be automatically drafted with the amount due on the billing cycle due date each month.
 - a. Billing Cycle One Draft Date: 28th
 - b. Billing Cycle Two Draft Date: 7th
 - c. Billing Cycle Three Draft Date: 14th
 - d. Billing Cycle Four Draft Date: 21st

The word **AUTOPAY** will appear on your utility bill.

6. After three (3) returns, for any reason, from your banking institution, the automatic bank draft will be discontinued. Your utility account will be subject to late fees and possible deactivation.

Name(s) on the Account _____

Water Account Number(s) _____

I (we) hereby authorize the Utility Billing Services to initiate debit entries to my (our) checking account at the bank named below:

Bank Name _____

Branch Name _____

City and State of Bank _____

Bank Transit/ABA Number _____

Bank Account Number _____

This account is to remain in full force and effect until the City of Longview has received written notice from me (either of us) of its termination, in such time, and in such manner, as to afford the City of Longview and Bank a reasonable opportunity to act on it.

Signature and Date _____ Phone _____

Signature and Date _____ Phone _____