



BANK DRAFT AUTHORIZATION

Please note that after returning this form to us, your next bill will prenote to confirm your banking information is correct, and will not be drafted from your account. You will need to send a check for your next payment, if you wish to decline the prenote and have your next bill drafted from your account, please check here

Name of bank or other financial institution

Bank address City State Zip Code

Bank Account Number

Transfer / ABA Number

Please check one: Checking Account Savings Account

I (we) have given this authority to the City of Princeton to bank draft my (our) account for the payment of my (our) monthly Utility bill. I (we) understand this authority shall remain in full force and effect until written notification of termination is received from me (us), the City of Princeton and the banking institution have a reasonable opportunity to act upon it. I (we) understand that nothing contained in this Authorization shall serve to reduce my (our) obligation to pay my (our) utility bill, and services may be disconnected should I (we) fail to have sufficient funds in the above referenced account to cover the amount of the bill.

Account Authorization Signatures(s) (Each person who signs on the account must sign the Authorization Form)

Signature and Date

Signature and Date

Name as it appears on the City of Princeton account (Please Print)

Utility Account Number

Service Address

Home Phone #

Cell Phone #

Return Authorization Form and Voided Check to:

City of Princeton
Utility Billing Department
2000 E. Princeton Drive
Princeton, Texas 75407
Email: utilitybilling@princetontx.us
www.princetontx.gov



AUTOMATIC BANK DRAFTING

The City of Princeton is offering an easy and convenient way to pay your utility bill. Through bank drafting, your monthly utility bill is withdrawn from your checking/savings account. You will no longer have to worry about mailing or dropping off your payment. You will continue to be provided a monthly statement showing your current charges. Because payment is automatic, there are no postage costs. This service is provided to you free of charge. **Your financial institution may charge a transfer fee, please contact them for this information.**

- **How the service works**

You will receive your monthly bill in the mail or email on your normal billing date. The bill will state, “**Amount Due will be Bank Drafted – DO NOT PAY.**” Your bank will then deduct the billed amount on your due date and forward your payment to the City. Please allow four to six weeks for drafting to be activated.

- **What are the advantages?**

No monthly check to write saves Postage. Fast and Easy

- **Is there a fee for this service?**

There is no charge for bank drafting, and it may be discontinued at any time by simply notifying the City of Princeton and completing a Discontinued Bank Draft form.

- **How to enroll**

Complete the Bank Draft Authorization form. To find the “**Transit/ABA Number,**” contact your bank or other financial institution. This number should have nine digits. Please attach a voided check from the account to be drafted.

Mail the completed Authorization Form and Voided Check to:

City of Princeton
Utility Billing Department
2000 E Princeton Drive
Princeton, Texas 75407
Phone: 972-736-2711
Email: utilitybilling@princetontx.us
www.princetontx.gov