

Authorization Agreement for Automatic Drafts ACH Debits

I (we) hereby authorize **City of Bossier City**, hereinafter called **City**, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) checking account indicated below and the **Financial Institution** named below, hereinafter called the Financial Institution, to debit and/or credit the same to such account.
***Note: If you transfer or move, your due date will change and be due immediately.**

Financial Institution: _____

City: _____ State: _____ Zip: _____

Routing Transit# / ABA# _____ Account# _____

This authority is to remain in full force and effect until **City** has received written notification from me of its termination in such time and in such manner as to afford **City** and **Financial Institution** a reasonable opportunity to act on it.

Name: _____
(Please print as it appears on your Utility Account)

Name: _____
(Please print as it appears on your Checking Account)

Phone Number: _____

When changing bank accounts, the new draft will interrupt your current draft. You will be responsible for paying your current bill, and any future bills until the new draft takes effect.

* Please allow up to 60 days to take effect !!

Date: _____ Signature: _____

Attach a personal check marked "Void" to this form. Do not attach a deposit slip.

The diagram shows a check with the following details: ABC BUSINESS, 1234 Park Avenue, Anytown, CA, 1044. The check is dated 20__ and for the amount of \$XXX.XX. It is payable to the order of _____ and is drawn on Anywhere Bank, U.S.A. The memo is _____ and it is marked 'Not Negotiable'. The MICR line at the bottom is ⑆ 133404567 ⑆ 1234561304 ⑆ 1044. Brackets below the MICR line indicate that the first 9 digits (133404567) are the Routing Transit Number (labeled '1') and the next 8 digits (1234561304) are the Bank Account Number (labeled '2').

1. Routing Transit Number
(requires 9 digits)

2. Bank Account Number
(not to exceed 17 digits)

Mail this form along with your check to:

City of Bossier City – Water Dept.
P.O. Box 5337
Bossier City, LA 71171

or Fax this form along with a copy of your check to 318-741-8540.