

***AUTOMATIC BANK DRAFTING IS HERE!***

The City of University Park is offering automatic bank drafting service for monthly utility bill payments. This can be arranged with almost any financial institution at no additional cost.

***How the service works***

You will receive your monthly utility bill in the mail 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 one to two days before the 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**

**Never a late charge**

**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 University Park in writing.

***How to enroll***

Complete the "Bank Draft Authorization" form below. 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 the City of University Park, Utility Billing Office, 3800 University Blvd., University Park, Texas 75205. For additional information, call the Utility Billing Office at 214.987.5320.

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**BANK DRAFT AUTHORIZATION**

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\_\_\_\_\_  
Name of bank or other financial institution      Bank address      City      State      Zip Code

Please check one: [ ] Checking Account      [ ] Savings Account

\_\_\_\_\_  
Bank Account Number      Transfer /ABA Number

I (we) have given this authority to the City of University Park 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), and the City of University Park 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 Signature(s) (Each person who signs on the account must sign the authorization form.)

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

\_\_\_\_\_  
Name as it appears on the City of University Park account (Please Print)      Utility account number

\_\_\_\_\_  
Service Address      ( ) Home phone #      ( ) Work Phone #

**Return this authorization and voided check to:**

**City of University Park  
Utility Billing Office  
3800 University Boulevard  
University Park, Texas 75205**