



405 E. Loop St. Building 100, Buda, TX 78610
UTILITY BILLING - Authorization Agreement for Direct Payments

Last Name

First Name

Utility Account #

Service Address

Phone Number

Email Address

ACCOUNT TYPE ___ Checking Routing # _____

 ___ Savings Account # _____

Name of Bank (Branch)

City / State / Zip

Drivers License # / State

RECURRING MONTHLY: *Account will first pre-note on the 10th of the month. After the pre-note is successful the amount of the next bill will be auto debited from the customer's account. The current month's bill must be paid either by cash, check, credit card or money order until pre-note is completed.*

TO PROCESS AGREEMENT PLEASE SUBMIT A VOIDED CHECK: To ensure the highest level of security regarding your bank information, our preferred method of receiving a voided check is to deliver it in person to our office or place it in the night drop box. We will still accept a scanned emailed copy or mailed version of your voided check; however, you are responsible for contacting our Utility Billing Department to ensure receipt of your information.

IMPORTANT NOTICE – PLEASE READ

Authorization Agreement for Direct Payments (Debit) RULES AND REGULATION AGREEMENT

YOUR RESPONSIBILITY:

1. To notify us of any changes to your bank account, phone number and email address.
2. To notify us if you transfer utility service to another address within the city.

OUR RESPONSIBILITY:

1. To set up your account in our billing system
2. To notify you of any changes or problems with the drafted account.

By signing, I authorize **City of Buda** to initiate a **DEBIT** entry to my account listed below. this authority will remain in effect until I notify the City, by completing an Auto-Debit Cancellation Form in writing. (Please allow up to one week for us to receive and process the cancellation form). If the debit is returned unpaid the City may debit returned item fees, as posted, from my account in the same manner.

I have read and understand each party's (mine and the City's) responsibility.

Signature

Date