



*City of Pleasant Hope  
304 E Miller Street  
417-267-2112*

**BANK DRAFT AUTHORIZATION/CANCELLATION FORM**

The City of Pleasant Hope offers an easy and convenient way to pay your water bill. Through bank drafting, your monthly bill is withdrawn automatically from your checking or savings account. You will continue to be provided a monthly postcard bill showing your current usage and charges. The service is provided to you **FREE** of charge. Just complete the authorization information below and **include a voided check so your request can be accurately processed.**

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I authorize the City of Pleasant Hope Water Billing Department to draft my account monthly for the amount of services billed by the City of Pleasant Hope for water and sewer services. I authorize the financial institution listed on the attached voided check to debit such amounts from my account as indicated below.

**NOTE:** Accounts will be drafted on the 15<sup>th</sup> of each month. Final bills will not be bank drafted.

**Check One:** ☐ Authorization ☐ Cancellation ☐ Change

Customer Name (As it appears on your bill) \_\_\_\_\_

Water Bill Account Number: (As it appears on your bill) \_\_\_\_\_ Daytime Phone# \_\_\_\_\_

Service Address \_\_\_\_\_

**Check One:** ☐ Checking Account ☐ Saving Account

Accounts will be drafted on the statement due date (15<sup>th</sup> of each month).

Bank Name \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

Name on the Banking Account \_\_\_\_\_ Account Number \_\_\_\_\_

***If we receive returned bank drafts for any reason, you will be charged a \$25 insufficient funds fee and removed from the auto draft program.***

Signature as shown on bank records: (must be signed not printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your authority will remain in full force and effect until the City of Pleasant Hope Water Billing Department has received written notice from you to cancel the authorization. You have the right to stop payment of a debt entry by notifying the City of Pleasant Hope Water Billing Department in writing by the 10<sup>th</sup> of the month. Questions about charges appearing on your Water Bill should be made directly to the City of Pleasant Hope Water Billing Department at 417-267-2112.