



Utilities Department

AUTHORIZATION FOR AUTOMATIC BANK DRAFT (ACH DEBIT)

I authorize the CITY OF SAN BENITO and the financial institution named below to initiate entries to my checking/savings accounts. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution three days before my account is charged. I can have the amount of an erroneous charge immediately credited to my account up to 15 days following issuance of my financial institution statement or 60 days after posting, whichever occurs first. A 72 hour notice must be provided to the City of any financial institution changes or cancellations.

Utility Acct # _____

Name on Utility Account _____

Service Address _____
Street/P.O. Box City State Zip

Driver's License # _____ Phone # _____

E-mail address _____

Name of Bank Account Holder _____

Name of Financial Institution _____

Checking _____ Savings _____ (Check One) Effective date _____

Transit/ABA (Routing #) _____

Checking or Savings Account # _____

Signature of Utility Account Holder _____ Date _____

Signature of Bank Account Holder _____ Date _____

*By signing above, I understand that it may take up to 30 days depending on my billing cycle for my account to be drafted.

******ATTACH VOIDED CHECK HERE******

No temporary checks

For Office Use Only:

Request Received by: _____ Date _____ Change Processed by: _____

Bank draft only:

Verified by _____ Date _____ Added to TCM: _____

Form must be filled out by account holder(s), current valid identification(s) will be required as proof

SAMPLE BILL

CITY OF SAN BENITO

485 N. Sam Houston Blvd.
San Benito, Texas 78586 • (956) 361-3800

FROM	TO	BILLING DATE	PREV BALANCE		
11/05/16	12/05/16	12/15/16	0.00		
READINGS		EST	USED	*	AMOUNT
PREVIOUS	PRESENT				
21810	21860		500	WA	20.59
SEWER				SW	29.09
GARBAGE				GB	20.34
INFRASTRUCTURE				GB	2.00
STORMWATER				ST	1.50
TAX				TX	1.68
TRASH CANS NEED TO BE OUT BY 7AM. BRUSH NEEDS TO BE AT LOCATION BEING SERVICED, IT WILL NOT BE PICKED UP AT EMPTY LOTS.					

ACTIVE
WA = WATER

When account is ready to be drafted your bill will contain the following message.

ACCOUNT NUMBER	DUE DATE
Account number	12/27/2016
TAX	AMOUNT AFTER DUE DATE
1.68	PD BY DRAFT
PENALTY	AMOUNT DUE NOW
0.00	75.20

LOCATION: Address

ACCOUNT NUMBER
Account number
DUE DATE
12/27/2016
AMOUNT AFTER DUE DATE
PD BY DRAFT
AMOUNT DUE NOW
75.20



AUTO SORT CRRT R011

Name
Address
Will appear here