

# Town of Aberdeen

## BANK DRAFT APPLICATION

The Town of Aberdeen is pleased to offer our utility customers the convenience of having their bi-monthly utility bills automatically drafted from their savings or checking account.

After filling out the application requesting this service, the procedure is to pre-notify your bank by performing a "test run" the first time using zero dollar amounts. This procedure is necessary to verify your account for accurate account numbers and bank routing information. Under normal circumstances, your account will be pre-noted on the tenth day of the billing month following receipt of your application. If the information is correct, your next utility bill will be drafted. On the top of your utility bill, you will be notified that your bill is being automatically drafted from your account.

Since your utility bill is mailed on the first of the month and your account is not drafted until the 10<sup>th</sup> of the month, you will have ample time to request that the service be discontinued prior to the draft date.

If you desire to have your utility bill automatically drafted, please fill out the following information and include a voided check or deposit ticket.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

Savings \_\_\_\_\_

Checking \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank ABA#: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date