

City of The Village
2304 Manchester Drive
The Village, OK 73120
405) 751-8861 Ext. 255



Bank Draft Authorization

How does this work?

- Complete the form below.
- Bring completed form to Administration counter at The Village Municipal Building OR
- Mail completed form to: Billing Clerk, City of The Village, 2304 Manchester Drive, The Village, OK 73120
- Attach both a voided check AND deposit slip.

PLEASE READ - This form must be turned in 30 days before the billing cycle. The account balance must be even, meaning no credit or balance due, before this procedure can be activated. You will receive the utility bill as usual and it will be marked "DRAFTED-DON'T PAY". Your checking account will be drafted **around** the 15TH of the month you are billed. **If your account number begins with 1 or 2**, the billing months are February, April, June, August, October, and December. **If your account number begins with 3 or 4**, the billing months are January, March, May, July, September, and November.
Please complete all lines.

NAME ON ACCOUNT _____

HOUSE ADDRESS _____ ACCT NO: _____

YOUR PHONE NO: _____

NAME OF BANK: _____

BANK PHONE NO: _____

ROUTING & ACCOUNT #'S: _____

PLEASE READ - I hereby authorize the City of The Village to draft by checking account for my utility payment each billing cycle. I understand this procedure will remain into effect until I notify the City of The Village in writing to do otherwise. I understand it is my responsibility to notify the City of The Village if any banking information changes. I realize uncollected funds for any reason will be subject to collection procedure and additional fees will apply.

YOUR
SIGNATURE: _____ DATE: _____

(For city use only)

DATE: _____ START CYCLE: _____ DRAFT AMOUNT \$ _____