



# TOWN OF VAN HORN

## BANK DRAFT AUTHORIZATION FORM



The Town of Van Horn offers an easy and convenient way to pay your utility bill. Through bank drafting, your monthly utility bill is withdrawn automatically from your checking/savings account. You will continue to receive a monthly statement showing your current charges. Because payment is automatic, there are no late fees or postage costs. This service is provided to you free of charge. (Your financial institution may charge a transfer fee. Please contact your bank.)

**INSTRUCTIONS:**

- To authorize payment from your checking/savings account, provide account information along with a blank check marked **"VOID"**.
- Once your bank draft is set up, your monthly utility bill will show the payment amount.
- Payments will be deducted from your checking/savings account between the 15<sup>th</sup> and 18<sup>th</sup>. This information will be shown on your utility bill along with your bank statement.
- If we receive two (2) or more returned bank drafts as unpaid for any reason, you will be removed from the bank draft program. You will be notified in writing of the circumstances.
- You may cancel this plan at any time by notifying the Town of Van Horn in writing. You must notify us of any changes in your banking and/or account information by completing another authorization form.
- Processing of this form may take up to thirty (30) days.
- If you have any questions regarding this program, please contact the Town of Van Horn Billing Department at 432-283-2050.

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**Town of Van Horn Bank Drafting AUTHORIZATION FORM**

Return to the Town of Van Horn via fax 432-283-2839, email to [rebeccamendias@vanhorntexas.org](mailto:rebeccamendias@vanhorntexas.org),  
by regular mail, or in person.

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CUSTOMER NAME (As appears on your utility bill)

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ADDRESS	CITY	STATE	ZIP
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TELEPHONE NUMBER	ACCOUNT NUMBER (As it appears on your utility bill)
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NAME OF FINANCIAL INSTITUTION	BANK ACCOUNT NUMBER
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Authorization Agreement for Pre-Authorized Payments

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NAME (of bank account holder)	SIGNATURE (of bank account holder)	DATE
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I authorize the Town of Van Horn and the financial institution designated in this authorization form to withdraw from my checking/savings account payment of my utility bill. I understand that both the financial institution and the Town of Van Horn reserve the right to terminate this payment plan and/or my participation herein. I also understand that at any time I may elect to discontinue my enrollment in this plan by providing written notice to the Town of Van Horn.