IRVING
Financial Services
Customer Service Division
825 W. Irving Boulevard
Irving, TX 75060
www.cityofirving.org

APPLICATION FOR BANK DRAFT PROGRAM

To better serve our customers, the City offers an electronic bank drafting service for monthly payment of your utility bill from either your checking or savings account. This service can be arranged with almost any financial institution and is offered as a convenience to our customers at no additional charge. All customers with a satisfactory payment history are eligible to participate in this program and will enjoy the benefits of never having to write a check, pay postage or receive a penalty for a late payment while enrolled.

You will continue to receive your monthly statement, with a stub marked "DRAFTED", in the mail approximately 10 days before the bill is deducted from your checking or savings account. Payment will be drafted from your account on the date the bill is due. If you wish to contest the amount being drafted, please contact our Customer Service Division at (972) 721-2411 at least three business days prior to the draft being processed.

Customers wishing to enroll in this service need to complete the "Draft Authorization" below and submit it, along with a voided check, by mail to City of Irving Customer Service, P.O. Box 152288, Irving, TX 75015-2288, in person at 825 W. Irving Boulevard, or by fax to (972) 721-3733. After receipt of your completed Draft Authorization form, it may be necessary for you to pay the next bill while your request is being processed. A $25 fee for each returned draft will be assessed by the City. Please contact your financial institution regarding any additional fees they may charge. The City will remove your account from the bank draft program if you have two returned drafts within a 24-month time period.

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DRAFT AUTHORIZATION

[Please Print]

Please check one: ❍ Checking Account ❍ Savings Account

Name of Bank, Credit Union, or Savings and Loan

Bank Address | City | State | Zip Code

Bank Account Number | Transit/ABA Number

I have given authority to the City of Irving to deduct payment each month from my account for services billed on my utility bill. I understand that this authority shall remain in full force and effect until written notification of termination is received from me, and the City of Irving and my banking institute have reasonable opportunity to act on it. I understand that nothing contained in the Authorization shall serve to reduce my obligation to pay my utility bill and services may be disconnected without notice should I fail to have sufficient funds in the above referenced account to cover the bill. I understand that if the deposit was waived as a result of my participation in this program and I discontinue draft services within the next 12 months, a deposit will be assessed to my account.

Signature | Date

Name As It Appears on City of Irving Account | Account Number

Service Address | Primary Phone Number