



### AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I hereby authorize the **City of Copperas Cove**, hereinafter called **City**, to initiate debit entries to my checking account below. The depository financial institution (i.e. bank, credit union, savings & loan) named below, hereinafter called **Bank**, will receive and debit same entries to my account. This authority is to remain in full force and effect until **City** and **Bank** a reasonable opportunity to act on it. I understand that a service charge of \$30 may be assessed, or as allowed by the applicable law, if any item is returned for any reason. In the event that two or more debit entries are returned unpaid for any reason, I understand that the **City** may terminate my enrollment in this service.

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Branch

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Account Number

**Please note it may take up to one complete billing cycle after the completed form is returned to the City for the bank drafting to go into effect. During this transition period the customer is responsible for making timely payments. All bills paid via bank draft will state “\*BANK DRAFTED, DO NOT PAY\*”. We hope that this proves to be a beneficial payment method for you. Should you have any questions, please feel free to call Customer Services at (254) 547-8718.**

(Please attach a deposit slip or voided check for the indicated account.)



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“The City Built for Family Living”

Utility Administration

Dear Utility Customer:

As always, the City of Copperas Cove works to provide you the best possible service. We are pleased to offer you a new service free of charge---The Direct Payment Plan. Now you can have your utility payment made automatically from your checking or savings account. You won't have to change your present banking relationship to take advantage of this free service.

**The Direct Payment Plan will help you in several ways:**

- It saves time – fewer checks to write
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town
- No lost or misplaced statements, your payment is always on time
- It saves postage
- It's easy to enroll
- No late charges

**Here's how The Direct Payment Plan works:**

You authorize regularly scheduled payments to be made from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the specified day provided to you upon completion of the authorization form. Proof of payment will appear on your bank statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate authorization. The amount of your payment will be indicated on your monthly utility bill.

The Direct Payment Plan is dependable, convenient, and easy. To take advantage of this free service, complete the authorization form and return it to us!