

## **AUTOMATIC RECURRING BANK DRAFTS**

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Sign up today for Automatic Bank Draft Payment for your utility bill, it is easier than ever:

- Completely fill out the authorization form.
- Email ([customerservice@murphytx.org](mailto:customerservice@murphytx.org)), mail, fax (972-468-4104) or drop off the completed form to the Customer Service Department.
- Continue to pay any current bills and allow *30 to 45* days for the automatic charging to begin, to allow reasonable time for processing.
- **It is your responsibility to contact the Customer Service Department on any changes to your financial institution..**
- You will continue to receive a monthly billing statement for your records.
- Your monthly statement balance plus any applicable transaction fee will be drafted to your financial institution at least 5 days prior to your due date shown on your statement. (If any of the dates fall on a weekend or holiday the charge will be the next business day.)

See how easy and convenient!

*Please maintain sufficient funds in your bank account to cover the automatic withdrawal each month. If your automatic charge is returned or charged back to the City for any reason, you will be assessed by your financial institution and the City of Murphy the same amount that would apply for a returned check fee.*

**Customer Service Department**

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4104  
Email: [customerservice@murphytx.org](mailto:customerservice@murphytx.org) Website: [www.murphytx.org](http://www.murphytx.org)



## AUTOMATIC RECURRING BANK DRAFTS

I (we) authorize the **City of Murphy** Customer Service Department to debit the account provided below for the amount of services billed monthly plus any applicable transaction fees. Furthermore, I authorize the corresponding financial institution referenced below to debit such amounts from my account. This amount will be debited at least **5 business days before the due date each month**.

Utility Account Number

### CHECKING ACCOUNT INFORMATION

(submit copy of voided check)

Depository Bank Name

Bank Account Number

City, State

Routing Number

### CUSTOMER INFORMATION

Customer Name (Last, First)

Contact Phone Number

Street Address

Email Address

Date

Signature

This authorization is to remain in full force and effect until the City of Murphy has received **written notification** from account holder of its termination in such time and in such manner to afford The City of Murphy and Depository a reasonable opportunity to act on it. It is the account holders responsibility to keep this information current. Expired accounts will result in cancellation of this service and may result in the assessment of late payment or returned check fees against the account holder. City of Murphy can nullify this agreement at any time.

#### FOR OFFICE USE ONLY

APPROVED  DENIED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Customer Service Department*

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