

CITY OF COTTONWOOD SHORES

3808 COTTONWOOD DRIVE
COTTONWOOD SHORES, TX. 78657

Phone # (830) 693-3830 Fax# (830) 693-6436



since 1987

Electronic Checks (E-Checks) Payment Authorization Form

The City of Cottonwood Shores makes available to its residents an electronic checks draft program, which will charge a bank account for the total of the resident's utility bill each month automatically.

The drafts will start on the beginning date entered below. You will continue to receive your monthly utility bill at the regular time. We will charge the payment to your bank on the tenth day of each month.

In the event your draft is rejected, we will contact you immediately to arrange for the payment of your bill. It is the resident's responsibility to keep their contact information up to date so they can be reached in a timely fashion. If we cannot reach you, and your bill remains unpaid, you will be charged the \$10.00 late fee after the 10th, \$25.00 fee after the 20th, and subject to disconnection and a \$45.00 fee to reconnect.

To take advantage of this service, simply complete the authorization form and return it to City Hall at 3808 Cottonwood Drive, Cottonwood Shores, TX 78657. For more information, please call 830-693-3830.

I, the undersigned, authorize The City of Cottonwood Shores, to initiate debit entries to my Bank below until I give written and signed notice to discontinue this agreement. I understand that the debit will be made on the first of each month. I understand, in the event that my draft is rejected and alternate payment is not arranged, I will be charged the \$10.00 late fee, received a final notice, and be subject to \$25.00 after the 29th and \$45.00 reconnection fee if the city disconnects the utilities.

Customer Name: _____ Phone # _____

Service Address: _____ Email _____

Mailing Address: _____

Bank Name: _____

Name on the Bank Account: _____

Bank Routing #: _____ Bank Account # _____

Signature: _____ Date: _____

Utility Office Use Only

Date Received: _____ Person Accepting Form: _____