City of Sanford
Electronic Bank Draft

As a convenience to our customers, we offer automatic bank draft from a checking or savings account. There are many advantages of paying by draft: payments are always on time, no service disruptions due to late payments, saves time and postage.

- Effective upon set-up, your account will be drafted on your due date every month.
- You will continue to receive a bill in the mail each month that will show the details of your account. Should you have a problem with the bill, (for example, a leak); you can request an adjustment if eligible before your draft date.
- **If you disconnect service, your final bill with be drafted like a normal bill.**

To sign up for bank draft, please mail or bring a voided check from the account you want drafted along with this form. You may mail the form to us at **PO BOX 3729 Sanford, NC 27331**. If you have additional questions please call **(919) 775-8215.**

COMPLETE AND RETURN WITH VOIDED CHECK OR FOR CHANGES

Date _____Water Acct# _____ Name(s) on Account_____

I/We, _____, authorize the City of Sanford to draft my
(signature of name(s) listed on water account)

monthly utility bill for _____ for the amount due from the
(service address)

following account**:** □ **Checking (attach voided check)** □ **Savings *(must have bank contact us)***

If joint banking account, both account holders must also sign.

_____ _____
(bank account holder) *(bank account holder)*

Home Phone_____ Work Phone_____

OFFICE USE ONLY

Initials_____ New Acct_____ Transferred_____ Cycle_____ Draft Date_____
STOP BANK DRAFT_____ DATE_____

PLACE VOIDED CHECK HERE

Revised 8.17.16