

**CITY OF MT. STERLING**

**BANK DRAFT**

**REGISTRATION**

To set up bank draft pay using this form, the following must be included to process:

-Completed authorization form including signature

-Voided check or deposit slip (with bank account owner's name printed on it)

Name: \_\_\_\_\_

Water/Sewer Acct# \_\_\_\_\_ Phone: \_\_\_\_\_

Service Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

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

Bank Acct# \_\_\_\_\_ ( ) Checking ( ) Savings

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I authorize the City of Mt. Sterling to withdraw payments against my bank account for my water/sewer bills. Until this authorization is revoked in writing and received by the bank at least 10 working days prior to presentation of a draft, the bank is authorized to pay these drafts when so drawn and presented for payment and to charge the same to my account. I further agree to also notify the City of Mt. Sterling if I withdraw this authority.*

**\*Each month we will send you a statement showing you the amount of your water/sewer bill. On the bill due date, the bank will withdraw the amount due from your checking or savings account and then forward the amount to us. Please continue paying your bill as you have done before, until you receive a bill marked "Paid By Bank Draft." Any amount which is open/unpaid and has a due date in the past is Eligible to be drafted prior to the current bill. If you have questions about your bill or need your account number, simply call the water department at City Hall at 217-773-2513 prior to the withdrawal date on your bill.\***