



# UTILITY BILLING DEPARTMENT

142 N. Ohio Street  
Celina, Texas 75009

(972) 382-2682

Email: [akuehn@celina-tx.gov](mailto:akuehn@celina-tx.gov)

## BANK DRAFT AUTHORIZATION

**Completed application and a voided check may be submitted in person, mail, or via email.**

This authority is to remain in effect until written notice of termination is given to the City of Celina.

Utility payments are drafted from customer accounts on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a holiday, weekend, bank closing, or other unexpected event, payment will be drafted on the next business day. Account will be drafted for the full balance. No partial payments can be arranged.

**Bank Draft Authorization Forms submitted and processed BEFORE the 18<sup>th</sup> of the month will be in effect for the bill due on the 10<sup>th</sup> of the following month. "BANK DRAFT - DO NOT PAY" will reflect on your bill.**

**Bank Draft Authorization Forms submitted and processed AFTER the 18<sup>th</sup> of the month will not take effect immediately. You will be required to pay the bill due on the 10<sup>th</sup> of the following month. Bank Draft will take effect following that billing cycle.**

Select One:  New Authorization  Change Authorization

Customer Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street #) (Street Name) (City/State/ZIP)

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



Select One:  Checking  Savings

Financial Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street #) (Street Name) (City/State/ZIP)

Routing Number (Window 1): \_\_\_\_\_

Account Number (Window 2): \_\_\_\_\_

I hereby authorize the City of Celina Utility Billing Department to initiate debit entries on my account with the Financial Institution indicated on this Bank Draft Authorization form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*All information provided to the City of Celina Utility Billing Department will be strictly confidential and used for intended purposes of bank drafting customers' utility bills. No information contained on this form will be made available to other sources, other than the City's banking institution, unless the City of Celina receives a written and signed notice from the customer.*