CITY OF BROKEN ARROW
UTILITY BANK DRAFT FORM

The City of Broken Arrow invites you to sign up for the Automatic Bill Payment Plan, a special customer service that will save you time and money every month. By using the plan, you'll save time by avoiding unnecessary check-writing; you'll save money in postage and checks; and you won't have to worry about your payment arriving on time.

Just complete the plan authorization at the bottom of this form, attach a voided check, and include both the authorization and the check with your bill payment this month. The City will set you up on the Automatic Bill Payment Plan **within 30 to 60 days after you return the authorization.**

Once you're on the plan, your monthly utility statement will reflect the amount due and the date the amount will be deducted from your checking account. The date will usually be 10 - 14 days after the City mails your utility statement to you.

If you have a question concerning your bill, you will have at least 10 days each month to give the City a call before the amount due will be deducted from your checking account. You may discontinue using the plan any time, by contacting our office.

RETAIN FOR YOUR RECORDS

I authorize _____ to charge my checking account the amount of my
(Name of Bank, Savings & Loan, or Credit Union)
monthly utility bill payable to the City of Broken Arrow.

_____
Date

Voided Check Number: _____

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Authorization to Pay City of Broken Arrow Utility Bills

I authorize _____ to charge my checking account the amount of my
(Name of Bank, Savings & Loan, or Credit Union)
monthly utility bill payable to the City of Broken Arrow.

_____ (____)_____
Please print your name as shown on your *checking account* Your Phone Number

_____ _____ _____ _____
Home Address City State Zip Code

_____ _____
Please print your name as shown on your *City of Broken Arrow account* City of B.A. account number

_____ _____
Authorization Signature Date

Note: To ensure proper bank coding, ***please attach a voided blank check,*** and mail to:

City of Broken Arrow
P.O. Box 610
Broken Arrow, OK 74013