AUTOMATIC DRAFT AUTHORIZATION

HARKER HEIGHTS WATER DEPARTMENT • 305 MILLER'S CROSSING • HARKER HEIGHTS TX 76548

Name: _____   Phone Number: _____

Service Address: _____   Account Number: _____

Complete ONLY ONE option below. ☐ Check here if you are making a change to a bank draft.

OPTION 1: CREDIT/DEBIT CARD DRAFT

Please go to https://www.municipalonlinepayments.com/harkerheightstx to register your account and enroll in autopay using a credit/debit card. There is a $2.00 convenience fee associated with the automatic credit card draft.

OPTION 2: BANK ACCOUNT DRAFT
A voided check or bank card copy is REQUIRED for drafts from a bank account.

Name(s) on Account: _____

Bank Name: _____

Bank Routing Number: _____   Bank Account Number: _____

Please initial by each applicable statement:

_____   **BANK DRAFTS**: I authorize the City of Harker Heights to draft the account indicated above to pay my monthly utility bill. I understand that the account will be drafted for the total amount due on the due date referenced on my bill.

_____   **BANK DRAFTS**: I understand that I must make payments on my account until "PAID BY CREDIT CARD" OR "PAID BY DRAFT" appears on my City of Harker Heights utility bill. Failure to do so could result in late fees.

_____   **BANK DRAFTS**: I understand that this authorization will remain in effect until the City of Harker Heights receives written notification of its termination.

_____   **BANK DRAFTS**: I understand that I must pay my current bill and the next bill in order to allow time for my bank draft to be set up/updated. Bank drafts have to be pre-noted which can take up to one billing cycle. Updating a draft removes the draft that was initially in place and requires the need for a pre-note to be done again.

_____   **BANK DRAFTS**: I understand that if my draft is returned for insufficient funds or closed accounts I will be charged a fee of $30. I will also no longer be permitted to have my account drafted nor pay by check for six months. After six months, I will need to submit a new automatic draft authorization in order to start drafts again.

Signature _____   Date: _____