



## CITY OF CONROE

Our Automatic Bank Draft plan is the easiest and most convenient way to pay your water bill. With this service, you can pay your bill automatically through your bank or financial institution and your payment will never be delayed.

- You will continue to get your statement each month showing your water usage and the amount due.
- On the due date, your bank will withdraw the amount of your water bill from your checking or savings account, and forward it to the City of Conroe.
- After the Authorization Agreement has been processed, you will see the message “Paid by Bank Draft” appear on your water bill. Until that time, please continue to pay the bill in the usual way.
- Return drafts due to inefficient funds will result in termination of this program and must re-apply after 3 months of perfect pay by cash, money order or credit/debit card.

To enroll, just complete and sign the authorization agreement below and return it by one of the methods listed below. Call (936) 522-3170 if you need more information about the program.

### **Bank Draft Authorization**

I authorize the City of Conroe to draw drafts against my bank account each month in payment of my utility bill(s). This authorization will remain in effect until revoked in writing and the City of Conroe has had a reasonable time to receive and adjust their records. Until that time, the City of Conroe will be fully protected in honoring this draft.

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

<b><u>FROM YOUR WATER BILL</u></b> Account Number (s)	<b><u>FROM YOUR CHECK</u></b> Name of Bank
Service Location	Bank Account Number
Name (as it appears on your bill)	Name (as it appears on bank account)
Mailing Address	Please send a voided check to assure accuracy in processing.
City                      State              Zip	

If you have more than one account with Utility Billing and wish to have drafts drawn on all accounts, please list all account numbers on this form.

**\*\*If there are any changes in your bank institution, please notify the Utility Billing Department as soon as the changes are in effect.**

By mail: City of Conroe Utility Billing    By fax: (936) 522-3178  
P.O. Box 3066, Conroe, TX 77305

By E-mail: [utilitybilling@cityofconroe.org](mailto:utilitybilling@cityofconroe.org)