



# Want an Easier Way to Pay?

## Automatic Bank Draft

- The City of Baytown’s Automatic Payment Plan is easy and convenient. No more monthly check writing.
- We will draft the net amount due on your account from your banking institution account and mail you a courtesy copy of your utility bill for your records.
- Regardless of where you bank, you can take advantage of this convenient plan.
- Follow these easy steps:
  1. Sign and return the attached authorization agreement authorizing the City of Baytown to draft your bank account for water, sewer and garbage service.
  2. Attach a voided or canceled check from the bank shown on the authorization and a stub from your utility bill. *Deposit slip not accepted.*

### Automatic Payment Plan Application (APP)

I authorize the City of Baytown to begin deductions from my account with the financial institution named below in the amount of my monthly utility bill. I understand that I may discontinue enrollment in APP at any time by sending my request in writing to the City of Baytown Utility Billing Division. I understand that as an APP customer, I will continue to receive my monthly payment statement for review only. I understand that both my financial institution and the City of Baytown have the right to terminate this payment plan or my participation therein. I understand I must continue to pay my monthly bill until my financial institution has tested and approved the automatic bank draft (takes 2 – 3 months). I also understand that the City of Baytown will not reimburse me for any fees charged by the bank for stop payments, non-sufficient funds, etc.

NEW REQUEST                       CHANGE OF INFORMATION                       CANCELLATION

Name on Account: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Utility Billing Account Number: \_\_\_\_\_  
 Home Phone #: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Account Type:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Bank Name:	_____	
Account #:	_____	
Bank Routing #:	_____	
Bank Phone #:	_____	
Name(s) Appearing on Account:	_____	
Signature:	_____	Date: _____

***Please include a voided or canceled check from the above account.***

**Mail completed application with attachments to:**

**City of Baytown Utility Billing, P. O. Box 424, Baytown, TX 77522-0424**