

# CITY OF OLIVE BRANCH

## BANK DRAFT NOTICE FORM

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

Bank Name: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Utility Account #: \_\_\_\_\_

This is to authorize the City of Olive Branch Utility Department to debit my bank account in order to pay for my utility billing. I understand that auto payment will be deducted on or before the due date of each billing. The draft set up can take up to 45 days to complete; therefore, continue to pay until the bill indicates that it is paid by bank draft. Bank drafts may be cancelled with the Bank Draft Cancellation Form and may take up to 45 days to complete.

Signature: \_\_\_\_\_

**\*\*\* Please attach a voided check**