



City of Leon Valley, Utility Billing
6400 El Verde Rd, Leon Valley, Texas 78238

Authorization Agreement for Automatic Debits (ACH)

Bank Draft Payment (ACH) Enrollment

Complete the detachable ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office with a VOIDED check. Once activated, your bill statement will display the message "Bank Draft- Pd. By Draft". The actual withdrawal from your bank will occur on approximately the 10th of the month. If the 10th falls on a holiday or weekend, then the withdrawal will occur on the next business day.

Withdrawal

You may withdraw from the ACH payment option by completing the detachable stub below. Withdrawal from the ACH payment option will occur after the current utility bill has been processed by your financial institution.

Change of Banking Accounts

You may change bank accounts by completing the detachable stub below and submitting a VOIDED check from the new bank account. The change will occur after the current utility bill has been processed by your financial institution.

Insufficient Funds

ACH payments returned for insufficient funds will be subject to charges similar to those of a returned check. If your account has been returned due to insufficient funds twice within a 12-month period, your account will automatically be inactivated from the ACH payment option, and the account holder may not re-enroll for one year.

Automatic Debit (ACH) Authorization Form (please print)

Detach and return completed form to: ENROLL ☐ WITHDRAW ☐ CHANGE BANK ACCOUNT ☐

Name on account: _____ Checking ☐ Savings ☐

Service Address _____ Name of Bank: _____

Phone # _____ Bank Account # _____

Utility Account # _____ ABA / Routing # _____

I authorize the City of Leon Valley to initiate debit entries for payment of utility bills each month and if necessary, to initiate credit entries and adjustments for any debit entries to my bank account at the financial institution named above. The authority is to remain in force and effect until the City of Leon Valley has received written notification from me of its termination in such time and manner as to afford the City of Leon Valley and the financial institution a reasonable opportunity to act upon it.

SIGNATURE: _____ DATE: _____

FORM MUST BE SIGNED AND VOIDED CHECK ATTACHED TO ENROLL

OR TO CHANGE BANK ACCOUNTS