



Phone: 281.333.4211 · Fax: 281.333.2301
 1800 Space Park Drive, Suite 200 · Nassau Bay · Texas 77058
www.nassaubay.com

ACH AUTHORIZATION AGREEMENT (BANK DRAFT FORM)
 (AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS TO THE CITY)

Please complete this form to allow us to set your water account to auto-draft for each billing cycle and submit to:

Email: city_receptionist@nassaubay.com

Fax: 281-333-2301

In person, by mail, via drop box at City Hall (1800 Space Park Drive, Suite 200)

As an auto-draft customer, your account will be drafted on the 17th of each month. If the 17th falls on a weekend/holiday, then the draft will occur the following business day.

Please contact the water department with questions regarding when your first draft will occur.

I (we) hereby authorize the City of Nassau Bay Utility Billing Department, hereafter called City of Nassau Bay, to initiate debit entries to my (our) Checking Account / Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law. I (we) further warrant and represent that all corporate or other action required to make this a valid and enforceable undertaking of the undersigned person and/or entity has taken place. I (we), on behalf of myself (ourselves) and the named entity hereby indemnify and hold harmless DEPOSITORY and its employees, officers, directors, agents, and representatives from any and all claims, losses, or injuries of any nature (including attorney's fees) which DEPOSITORY may suffer in acting or relying upon this Authorization.

Bank Name:	Branch Location:
Routing Number:	Account Number:

This authorization is to remain in full force and effect until I terminate it by giving the City and my DEPOSITORY written notification of the termination in such time and in such manner so the City and my DEPOSITORY has a reasonable opportunity to act upon such notification. Participation in the auto-draft program is at the discretion of the Finance Director. Your account will be removed from auto-draft status if: you have two consecutive returned NSF transactions, your transaction was returned due to the inability of the bank to locate your account or your transaction was returned due to the account being closed. A \$25.00 fee is assessed for all NSF returns and a \$5.00 fee is assessed for all other returned transactions.

Name on Water Account:	Water Account #:
Service Address:	Phone Number:
	Email Address:

I would like to donate \$2.00 each billing cycle to the Fire/EMS fund.

Today's Date:	Signature:
----------------------	-------------------