



# Utility Bill Bank Drafting

City of Banning, Utility Billing Department

99 E. Ramsey Street / P.O. Box 998

Banning, CA 92220

(951) 922-3185 – Fax (951) 922-3165

Have your utility bill automatically deducted from your checking or savings account!

- ~ Convenient, free service
- ~ No more writing and mailing checks
- ~ No more late payments or fees
- ~ Save stamps and envelopes
- ~ No more trips to City Hall
- ~ Safe, secure system
- ~ Can be used along with the Level Pay Plan Program

To sign up for Utility Bill Bank Drafting:

1. Complete the authorization form at the bottom of this page.
2. \*Attach a "voided" check from your bank account\*  
(no deposit slips).
3. Return both to the City of Banning, Utility Billing Department by mail or in person.  
(If you have more than one account with the City, please contact Customer Service before enrolling in Bank Drafting) Program Guidelines:
  - It may take 1 - 2 billing cycles to process your initial enrollment in the program, depending on when your application is submitted.
  - You should continue to manually pay any utility bills received until you see the **"Your bank account will be drafted"** notation next to the amount due on your bill.
  - After enrollment is complete, your bank account will automatically be debited on your due date each month. Contact the Utility Billing Department at (951) 922-3185 if you have any questions or concerns about your bill prior to your payment being processed.
  - The payment will be presented to your financial institution once for processing. If the payment is returned by your financial institution, you will be charged a returned check fee (currently \$25 for the first returned item and \$35 for the second) and you will be required to make a cash or credit payment on your account.
  - You will be terminated from the program and placed on **"cash only"** status after two payments have been returned from the bank for nonpayment. You may re-enroll in the program after one year.
  - If you decide to discontinue participation in the Utility Bill Bank Drafting Program, you will need to fill out a Bank Draft dis-enrollment form. (Dis-enrollment in the program may take 1-2 billing periods to process.)

-----CUT HERE, KEEP THE UPPER PORTION FOR YOUR RECORDS-----

## AUTHORIZATION AGREEMENT FOR UTILITY BILLING BANK DRAFTING PROGRAM

NAME ON UTILITY ACCOUNT: \_\_\_\_\_

UTILITY ACCOUNT NUMBER#: \_\_\_\_\_

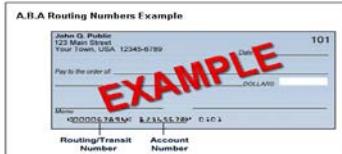
SERVICE ADDRESS: \_\_\_\_\_

CUSTOMER PHONE NUMBER # \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

CHECKING  
ACCOUNT NUMBER #: \_\_\_\_\_

ROUTING NUMBER #: \_\_\_\_\_



I hereby authorize the City of Banning and the financial institution indicated to deduct from my Checking Account \_\_\_\_\_ payment for my municipal utility bills. I acknowledge that the origination of Automatic Clearing House (ACH) transactions must comply with the provisions of U.S. law. I understand that both the City of Banning and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the City of Banning.

Authorized Signature

Please Print Your Name

Date