



*Paying is a Breeze*  
with  
**Automatic Bank Draft**

- No checks to write and mail.
- No worries if you travel away from home.
- No forgotten payments & late fees.

The City of Edmond's automatic bank draft program is a free service through which your utility payment is automatically withdrawn from your checking account.

Complete the information below, attach a voided check and return both to the Utility Customer Services office. You will continue to receive a monthly statement that shows your utility usage.

Once the program is in effect your statement will indicate the amount and the date for your automatic bank draft withdrawal. For more information, call 359-4541.

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Print Customer Name

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Address

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Utility Account Number Phone Number

I authorize the City of Edmond to begin monthly recurring payments from my checking account for payment of my utility bills. I understand that I have the right to cancel the automatic payment of my utility bill by providing written notice to the City of Edmond at least 4 weeks prior to the time my account is charged. I understand that the City of Edmond reserves the right to end my participation in Auto Pay.

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Signature Date

*Once form is signed and completed, bring in or mail to:  
Utility Customer Service, 7 N. Broadway, Edmond, OK 73034  
customerservice@edmondok.com*



## *Paying is a Breeze* with **Automatic Bank Draft**

- Payments are automatically processed on the due date shown on your statement.
- If funds are not available the date payment is processed, then additional fees will apply and a deposit will be collected.
- The utility account must be at a zero balance before the program can begin.
- Once the program is in effect, the remittance part of your statement will indicate "For your convenience this balance will be submitted for Automatic Bank Draft".
- Payments returned by the bank are subject to immediate collection, return item fees and additional deposit charges. The amount of the returned item must be paid in cash, money order, cashier's check or debit card.
- Customers incurring two (2) returned payments from their banking institution will be removed from the program, and will be placed on a "Cash Only" basis for a period not less than 12 months.
- Not receiving a monthly statement does not stop the automatic payment from a customer's checking account.
- If changes are made in banking institutions, or checking account information, the customer is responsible for notifying Utility Customer Services of the change. Failure to do so may result in returned bank item charges, late fees, collections charges and an additional deposit.