



# Bank Auto Draft Account Authorization Agreement Form

City of Westworth Village – Utilities Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

I hereby authorize the City of Westworth Village to initiate recurring bank drafts from my account at the financial institution named below on the fifteenth (15) of each month. I also authorize the City of Westworth Village to initiate adjustments for any transactions debited or credited in error. The agreement will remain in effect until the City of Westworth Village receives a written notice of cancellation from me or my financial institution or until I submit a new bank draft form to the City of Westworth Utility Services.

## PRIMARY ACCOUNT CONTACT

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Authorization Signature:** \_\_\_\_\_

## BANK INFORMATION

### AUTOMATIC DRAFT FROM CHECKING OR SAVINGS ACCOUNT

Name of Financial Institution: \_\_\_\_\_

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

Bank Routing #: \_\_\_\_\_

### THE CITY ALSO OFFERS CREDIT CARD DRAFTING

In order to sign up for this service:

- Go to <http://www.cityofwestworth.com/utility>
- Click "Utility Billing Payments" at the top of the screen
- Choose "Login/ Register" in the upper righthand corner of the screen
- If you have an account, login. If you do not:
  - Click "Register"
  - Fill in the requested information
  - Check your email for the New Account Registration activation
  - Activate your account (it will return you to the sign in screen of the website)
  - Choose "Utility Billing" from the available services
  - Select "Add an Account"
  - You will need your account number (this can be found on your statements, XX-XXXX-XX) and your last payment amount. If this is a brand new account and you have not yet paid a utility bill, this amount will be \$15. If you are unable to find this information, contact [krice@cityofwestworth.com](mailto:krice@cityofwestworth.com) or call 817-710-2505
- If you already had an account, or now have one set up, go to the blue "Pay Account" button on your Accounts screen
- Select in "Enroll in Auto Pay"
- Fill out all of the information and select "Enroll Now"



Payment Portal

## FOR INTERNAL CITY USE ONLY

### A. UTILITIES DEPARTMENT

Agreement Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Incode and Attached to Account by: \_\_\_\_\_ Date: \_\_\_\_\_

### B. RECORDS DEPARTMENT

Retention: UT5000-04d – Keep until superseded or close of account.