



Many customers enjoy the convenience of automatic bank draft to pay their utility bill. This method of payment allows you to have your payment transferred each month directly from a bank account. The information below will help you understand more about the service and how you can sign up.

- With Bank drafting, you will receive your regular utility bill each month. Printed on the bill will be the message "Bank Draft".
- On your due date, the payment will automatically be deducted from your bank account. A minimum of 7 days notice prior to your due date is required to terminate the service
- You can apply for this service simply by completing this authorization form and returning it with either a voided check or check image. There is a maximum set up period of 4 weeks to establish the service with your bank
- It is important to remember that inadequate funds in your bank account to cover the payment will be handled like a returned check. Both your bank and the utility will assess an appropriate service charge.
- **If you have any questions regarding this service, please contact customer service at 317-571-2442**
- Submission may be made by fax: 317-571-2462, email: [utlcustomerservice@carmel.in.gov](mailto:utlcustomerservice@carmel.in.gov) or by mail to the address above

## Authorization for Bank Drafting

I authorize City of Carmel Utilities to debit my account each month for the amount of services billed on my water/wastewater utility account. I also authorize my financial institution identified below to debit same amount from my account

**Please include either a voided check or check image**

*Please Print*

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

\_\_\_\_\_  
Financial Institution Routing Number

\_\_\_\_\_  
Financial Institution Account Number

Checking Account       Savings Account

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Service Location

\_\_\_\_\_  
Utility Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date