

**BENBROOK WATER AUTHORITY DRAFT AUTHORIZATION**

<b>BANK OR CREDIT UNION</b>	<b>CHECKING ACCOUNT # (ATTACH A VOIDED CHECK)</b>
<b>BANK CITY AND STATE</b>	<b>BANK ROUTING NUMBER</b>
<p>I HAVE GIVEN AUTHORITY TO BENBROOK WATER AUTHORITY TO DRAW AGAINST MY CHECKING ACCOUNT IN PAYMENT OF MY WATER SERVICE BILLS. YOU ARE AUTHORIZED TO PAY SUCH DRAFTS WHEN SO DRAWN AND PRESENTED FOR PAYMENT UNTIL THIS AUTHORITY IS REVOKED.</p>	
<b>SIGNATURE (AS ACCEPTED BY BANK OR CREDIT UNION)</b>	<b>DATE</b>
<b>BWA CUSTOMER NAME</b>	<b>BWA CUSTOMER ADDRESS</b>
<b>BWA WATER ACCOUNT NUMBER</b>	<b>CYCLE NUMBER</b>
<p><b>TO REVOKE THIS AUTHORIZATION YOU MUST NOTIFY BENBROOK WATER AUTHORITY IN WRITING</b></p>	



1121 Mercedes Street  
Benbrook, TX 76126

817.249.1250  
817.249.6965  
bwsa@bwsa.org

**BENBROOK WATER  
AUTHORITY**

**AUTOMATIC  
BANK DRAFT  
PAYMENT  
OPTION**



**Tel: 817 249 1250**

# Bank Draft Payment Plan

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Benbrook Water Authority (BWA) is pleased to offer the convenience of paying your water bill by bank draft. Some benefits of using automatic bank draft are:

- Eliminates the time to write checks
- Saves postage costs
- Bills are paid on time
- Bills are paid even if you're out of town.

## HOW IT WORKS:

You will receive your monthly water service bill notifying you of the amount of the bill, the amount of water used, and the date that the bill will be deducted from your checking account. This date will occur twenty (20) days after BWA mails your bill. At that time we will notify your bank of the amount to be deducted for your water service bill. Your bank will then deduct this amount from your checking account and forward the payment to the BWA.

## HOW DO I SIGN UP?

Simply fill out the authorization form on the back of this brochure and return it to the BWA office located at 1121 Mercedes Street, Benbrook, Texas 76126, along with a voided check. During the billing period following the date you turn in the authorization, we will do a "trial run" to ensure that the transaction will take place as requested. You will receive a normal bill for this "trial run" and you will pay it by cash, check, money order or credit card. The actual bank draft will begin with the billing period following the "trial run".

## WHO CAN APPLY?

All BWA customers may apply for automatic bank draft.

## HOW MUCH DOES IT COST?

BWA does not charge a fee to participate in the bank draft program. The plan is offered free of charge as a convenience to our customers.

## HOW DO I CANCEL OR CHANGE THE AUTHORIZATION?

To cancel your authorization, simply notify the BWA in writing that you wish to cancel. The cancellation will be processed immediately.

If you wish to change the bank or account for your draft, you will need to submit the request in writing and provide a voided check with the new account/bank information. Changing accounts/banks requires another "trial run" as described in the How It Works section of this brochure.

## WHAT IF I HAVE A QUESTION ABOUT MY BILL?

You will receive your bill about twenty (20) days before your account is drafted. This allows time to call us before the payment is drafted if you should have a question.