Bank Drafting Application and Authorization

Why write checks every month…when you can let **AUTOMATIC BILL PAYMENT** do the work for you!

1. Complete and sign this Bank Drafting program application and authorization.
2. Return your completed application in the enclosed envelope, along with a voided check to:
   San Bernardino Water Department, Bank Drafting Program, P.O. Box 710, San Bernardino, CA 92402

Water Account Information

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Water Account Number

NAME (please print full name **as it appears on your water bill**)

Service Address (Number & Street Name)

Information About You

First Name | MI | Last Name | Phone Number (Required)

Mailing Address | Street | Apt | City | State | Zip

Checking Account Number

Financial Institution

Authorization and Signature

I authorize the San Bernardino Water Department to instruct my bank / savings & loan / credit union to deduct my payments from the checking account listed on the enclosed voided check. I require no additional notices prior to action being taken on this authorization. As the customer of record, I am fully responsible to review all monthly bills. If I have any questions about or wish to dispute a bill, I agree to contact customer service (909) 384-5095 at least seven days before my due date. This will suspend the automatic payment feature for that month.

X

Please Sign Here (Required)

Date Here

Include a Voided Check

Insert a blank check with word **VOID** written across the face. This is the checking account from which your bills will be automatically paid.

Seal Envelope and Drop Into Mail

After inserting your voided blank check, affix a stamp, seal envelope and drop into the mail.

Office Use Only

	Date	CSR
Approved		
Entered		
	A.M. ☐	M.L. ☐
Denied		
Reinstated		
Terminated		