

A Convenient Way To Pay Your Water Bill

The City of Katy is pleased to offer the service of automatic payment of water bills by bank draft. This service will be provided at no charge!

We will send a pre-notification to your financial institution for the first bill after we receive your request to draft. You will continue to receive billing statements as usual. The first bill will include the following message: **PLEASE PAY**, and you will need to make a payment in your usual manner. The second bill will be a live draft and the words "PAID BY DRAFT" will appear on each portion of the bill. From this point on, you will not be assessed any penalty fees.

The draft transfer is sent to the bank two (2) working days prior to the due date and will be drafted from your bank account on the date the water bill is due (16th), or the next working day if the bank is not open for business on the 16th. This will allow you the opportunity to examine your bill and post your checkbook register prior to the draft being charged against your account. If the amount being billed should be questioned, you must contact the Utility Billing Department at least five days prior to the 16th to check readings for error prior to the draft being deposited.

If you wish to begin this service, please bring a personal or business check to the Utility Billing office and complete the "Authorization Agreement for Bank Drafting" form. The Utility Billing office is located at City Hall, 901 Avenue C and is open Monday through Friday, 8:00 am to 5:00 p.m. Or, if you cannot make it to the Utility Billing office during business hours, call 281/391-4801 and they will be happy to mail or fax the appropriate forms.

City of Katy Enrollment Terms and Conditions of Payment by Bank Draft

You are responsible for contacting your financial institution prior to signing the authorization form to ensure your institution's participation and determine bank fees applicable for this service.

It takes approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check, cash or money order. Your bill will indicate electronic bank drafting is effective with **PAID BY DRAFT**.

The City of Katy will assess a \$25.00 fee for each insufficient fund. **Please call your financial institution regarding questions on fees they may charge separately**. The City of Katy will remove your account from bank drafting for two insufficient funds within a 12-month period (1 year). You will then be ineligible to participate in bank draft payments for the next 12 months.

Claims on disputed bills must be received in the Utility Billing office at least five (5) business days prior to the 16th.

To remove your account from automatic bank drafting, written authorization must be received in the Utility Billing office at least 30 days prior to the effective bill date. When service is disconnected due to moving out of The City of Katy, your final bill will NOT be a draft bill.

Authorization for Payment by Bank Draft Please read the above terms and conditions				
I have read and agree w	rith these terms and	d conditions.		
I authorize The City of Katy to drawater utility account. I also authoaccount.	•		-	
Name of Financial Institution		City State Zip	Phone Number	
Financial Institution Routing Number (First 9 digits in the bottom left corner of check)		Your Account Number		
Please check the appropriate boxes: Type of Financial Institution: () Bank	() Savings & Loan	() Credit Union () Other	er	
Type of Account: () Checking ()	Savings			
Customer Name	Water Utility	Account Address		
Signature	Date			
Davtime Phone Number	Water Utility	Water Utility Account Number		

Please attach a voided check! Do NOT attach a deposit slip!!