



**Winchester Utilities**

**219 2<sup>nd</sup> AVE NW**

**Winchester, TN 37398**

**Phone: (931) 967-2238**

**Fax : (931) 962-4214**

## AUTOMATIC BANK DRAFT AUTHORIZATION FORM

Winchester Utilities is offering an easy and convenient way to pay your utility bill(s) through automatic bank draft. Your monthly bill is automatically withdrawn from your checking account. **(We do not draft savings accounts or credit/debit cards)** We will continue to provide you with the monthly statement showing your current charges. This service is free of charge and since payment is drafted automatically, late fees and postage costs will be avoided.

### To Begin Automatic Pay:

- Complete the authorization form
- Attach an original voided check or copy of a blank check
- Return the form & voided/copy check to Winchester Utilities
- Please confirm that Automatic Payment has started before you stop manually paying your utility bill.

## General Information

**Customer Name:** (as if appears on your utility bill) \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Frequency:** \_\_\_\_\_ **Start Date:** (month/year) \_\_\_\_/\_\_\_\_ **Amount:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Utility Account Number:** (found on your utility bill) \_\_\_\_\_

## Financial Institution Information

I hereby authorize Winchester Utilities and the Financial Institution designated in this authorization form to withdraw from my checking account the payment to pay my utility bill. I understand that I must notify Winchester Utilities in writing to cancel this automatic payment. (Notification must be received 5 days before the deduction is processed). The utility payment will be deducted 5 days prior to the billing due date.

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

**Address of Financial Institution:** \_\_\_\_\_

**Routing Number :** \_\_\_\_\_

**Bank Account Number :** \_\_\_\_\_

**Name of Bank Account Holder:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_

## Billing Option (select one)

Receive my bill via email

Receive my bill by mail