



Official Use Only:

Account #: \_\_\_\_\_

**TOWN OF CLAYTON**  
 Utilities & Billing  
 111 E. Second St., P.O. Box 879  
 Clayton, NC 27528  
 Phone: 919-553-5002  
 Fax: 919-553-0719  
 utilities@townofclaytonnc.org

## BANK DRAFT AUTHORIZATION FORM

The Town of Clayton offers customers the convenient opportunity to use automatic payments. Bank draft allows you to automatically pay your utility bill from your checking account on a scheduled day every month. Customers who use this feature will still receive a bill every month (via mail or E-bill). If you would like to use our bank draft service,

**Please complete this form and attach a voided check, a direct deposit form or a letter from your bank.**

\_\_\_\_\_ New Bank Draft Authorization

\_\_\_\_\_ Change in Banking Information

### Billing Cycles

The Town of Clayton uses cycles to differentiate our billing and customer locations. If you don't know your cycle, please call us at 919-553-5002 so that our Customer Service Representatives can assist you.

Cycle 1:	__ 8th	__ 15th	__ 22nd
Cycle 2:	__ 15th	__ 22nd	__ 29th
Cycle 3:	__ 15th	__ 22nd	__ 29th
Cycle 4:	__ 8th	__ 22nd	__ 29th

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

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

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

Email: \_\_\_\_\_

*I hereby authorize the Town of Clayton to draft my utility payments and initiate credit entries or such adjusting entries, either debits or credits, which are necessary for corrections or adjustments from the bank account information I provided. This authorization is to remain in effect until the Town receives a new written cancellation from me. I understand that cancellation of bank draft will require 30-day prior written notice. I understand that drafts not honored by my financial institution shall be treated in the same manner as a returned check, and I will be responsible for the fees that apply. As is the policy, If I have two returned drafts within a 12-month period, I will be removed from draft payment and will be required to pay cash, debit card or cashier's check. I hereby certify that I will notify the Utility department immediately of any changes in my financial situation that will affect this draft agreement. Lastly, I understand that new bank draft & a change in bank information can take up to 30 days to be effective so I will check my balance on my utility account to make sure it is paid while I transition to bank draft.*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date