

City of Buckhannon

Utility Billing Services

Bank Draft Application



By completing the authorization form below you agree to have your bank account drafted (funds automatically removed from your account) for the full amount of your utility bill. For additional information on this program, contact our office. Note that the funds will be drafted when the bill is generated.

Forward your completed Bank Draft Authorization form to our office address:

City of Buckhannon
 Utility Billing
 70 E Main Street
 Buckhannon, WV 26201
 Phone: 304-472-1430
 Fax: 304-472-4620

Please choose one:

- Checking Account (VOIDED OR COPY OF CHECK MUST BE INCLUDED)**
- Savings Account (VOIDED OR COPY OF DEPOSIT SLIP MUST BE INCLUDED)**

BANK DRAFT AUTHORIZATION

I authorize the City of Buckhannon to draft the full amount of my City of Buckhannon utility bill from the financial institution listed below. I have the right to stop automatic payment at anytime upon 30 days written notice to the City of Buckhannon and my designated financial institution.

(PLEASE PRINT)

Name (as it appears on your Utility Account): _____

Service Address: _____

Utility Account Number: _____

Phone Number: (_____) _____

Email Address: _____

Bank Name: _____

Bank Transit Number _____

Bank Account Number _____

Find Routing Number on Your Check



IF THIS REQUEST IS TO PAY A UTILITY ACCOUNT OTHER THAN YOUR OWN, YOU MUST HAVE POWER OF ATTORNEY OR WRITTEN AUTHORIZATION FROM THE UTILITY ACCOUNT HOLDER.

 Account Holders Signature

 Date