



City of Bartlett

WATER DEPARTMENT
A. Keith McDonald, Mayor

CITY OF BARTLETT, TN BANK DRAFT AUTHORIZATION

I hereby authorize the City of Bartlett to debit my **checking account** monthly for payment of my water bill. This authorization is to remain in full force and effect until the Bartlett Water Dept. has received written notification from me of its termination in such time and manner as to afford the City of Bartlett a reasonable opportunity to act on it. Such notice must be given **30 days prior to the effective date of termination**.

PLEASE INITIAL HERE. _____

Requirements: 1.) Account must have a **zero balance**. 2.) Include a **voided check**.

Water Account# _____

(Please type or print)

Name on Water Account: _____

Name on Bank Account: _____ (If different from Water account)

Bartlett Service Address: _____ Home #: _____

Work #: _____ Cell #: _____

Authorization Signature: _____ Date: _____

Bank Name: _____ Bank Routing Number: _____

Bank Account Number: _____

Email Address: _____

If you would like to receive a paperless bill by email.

Return this completed form to: City of Bartlett-Water Department
6400 Stage Road - P.O. Box 341027
Bartlett, TN 38134-1027

Due to the timing of mail and processing your request, activation may not occur before you receive your next bill. Once activated, your bill will have a message on it that states:
BANK DRAFT *DO NOT PAY*****

Your bank account will be drafted on the due date. If you need to change your banking information you will need to call (901) 385-5585. In order to protect you, your bank account information cannot be taken over the phone.