



Bank Drafting services are now available to have water/sewer payments automatically deducted from your checking or savings account. It is a convenient service that saves you time and money. To enroll, complete and sign the form below, return it with your water bill payment, the payment stub, and a voided check for checking accounts or deposit slip for savings accounts.

HOW DOES BANK DRAFTING WORK?

By enrolling in the Bank Drafting program, customers authorize their checking or savings account to be debited for the payment of their monthly water/sewer bill. Customers will continue to receive their bill notification by mail.

IS THERE A COST TO USE THE BANK DRAFTING?

The City does not charge water/sewer customers any fees for participating in this program. However, some financial institutions charge a fee for electronic fund transfers. So, ask your bank about any possible fees.

WHO IS ELIGIBLE TO PARTICIPATE IN BANK DRAFTING?

All residential and business accounts being billed by the City for water/sewer services are eligible to participate in the Bank Drafting program. The account must be in good standing and no more than one returned check within the last twelve months.

HOW DO I SIGN UP FOR BANK DRAFTING?

To sign up for this service, complete the application form below, return it with your water bill payment, the payment stub and a voided check for checking accounts or a deposit slip for savings accounts.

WHAT IF MY INFORMATION CHANGES?

Call the Water Dept. at 503-982-5218 to notify us of any changes that may result in payments being declined by the banking institution. The City will not be responsible for losses due to inaccurate information or failure to provide timely notification of changes.

WHEN WILL MY ACCOUNT BE DEBITED?

Customers enrolled in Bank Drafting will be notified when their water/sewer bill is prepared. Approximately 20 days from the bill preparation date, your checking/savings account will automatically be debited for the charges on the bill.

WHAT IF A PAYMENT IS REJECTED?

Payments may be rejected by a financial institution because of insufficient funds, the account being closed, or other reasons. Check with you financial institution for their policy of imposing fees. If your payment is rejected, the City will charge a \$25 processing fee on your next water/sewer bill.

HOW DO I STOP BANK DRAFTING?

Contact the Water Dept. at 503-982-5218 to terminate participation in this program. Once the City has been notified, termination in the program will be effective within 15 working days. The City reserves the right to terminate your participation in the program if the automatic payment is rejected more than once in a 12-month period.

Yes, I want to sign up for Bank Drafting from my
 Checking or Savings Account (check one).

Enclose the following:

1. Payment for this month's water bill
2. Payment stub
3. Completed application
4. Voided check (for checking acct) or deposit slip (for savings acct)

(please print)

Name (as it appears on your water bill)

Service Address

Account No. (as it appears on your water bill)

Financial Institution

**Bank Drafting Service
Application & Agreement**

I hereby authorize the City of Woodburn the financial institution I have indicated to automatically deduct from my checking or savings account all future payments for my water bills. I understand that both the City and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the City of Woodburn Water Dept..

Print Name

Signature **Date**
(Signature must match name on check.)

Note: Signature is **mandatory** to be enrolled in Bank Drafting.