



Automatic Bank Draft

With this option the amount due is automatically deducted from your checking or savings account. The actual draft will be deducted from your account the business day prior to your statement's designated due date. There are no transaction fees for this automated payment option. Please note: Once enrolled, after the monthly file has been submitted to the bank, a draft cannot be changed or cancelled.

To begin utilizing this payment option, complete the form below, sign and return to the Customer & Utility Services Department along with a voided check.

Office Location:
405 N Rusk St, Sherman, TX

Mailing Address:
City of Sherman
Customer & Utility Services
PO Box 1106
Sherman, TX 75091-1106

Important Information: Please be sure to include your phone number on the application. If you bank at a credit union, please call them to verify the routing number; it is often different than the one printed on your check. It often takes up to 2 billing cycles for the bank draft to be implemented. Once your bank draft is in effect, your monthly statement will show "Bank Draft – Do Not Pay."

**City of Sherman – Customer & Utility Services Department
Bank Draft Enrollment**

Utility Account Name _____ Utility Account # _____

Additional Utility Account #s _____

Phone # _____

Bank Name _____

Routing # _____ Bank Account # _____

I, (please print name) _____ certify that I have read and understand the above information and give the City of Sherman permission and authority to draft payments for the above mentioned utility account(s). I also understand that to cancel this automatic draft, I will have to give written notification.

Signature of Bank Account Holder

Date

Office Use Only:
Date Received _____ Date Processed _____ Clerk Initials _____