



PO Box 8000
Bryan, TX 77805-8000
Phone: 979-821-5700
Fax: 979-821-5781

TAKE THE HASSLE OUT OF PAYING YOUR UTILITY BILL. SIGN UP FOR AUTOMATIC BANK DRAFT.

Easy as 1-2-3

1. Fill out attached information sheet
2. Detach and mail with a voided check to:

BTU
Attn: Customer Service
P.O. Box 8000
Bryan, TX 77805

3. We'll do the rest so you can enjoy doing the things you like best!

Draft Policy:

The name on the bank account for the drafting of your payment is required to match the BTU primary account holders name to ensure payment is applied properly.

All draft cancellations will result in the suspension of the bank draft privilege for a period of 12 months. Once the suspension period has passed, a new draft form and voided check will be required. BTU **must** be notified at least 5 business days prior to the scheduled draft date for all cancellations. If notification is not received in the appropriate time period and the account drafts, BTU will not be responsible for any fee's charged by any bank as a result of insufficient funds, overdraft, etc. In the event a draft is returned for any reason, a full deposit will be charged to the account.

Additional payments, other than scheduled drafts, made to an account will be credited on the following month's bill and will not change the amount to be drafted.

The draft will take effect on your next billing cycle.

-----**keep this portion with your records**-----

Automatic Bank Draft Authorization Form

I hereby request that, as a convenience to me, you honor the drafts each month in the amount of the current month utility bills, drawn on my account by BTU, and I agree that your rights in respect to each such draft shall be the same as if it were a check drawn on you and signed personally by me. I agree that you shall be fully protected in honoring any such draft until you receive my written notice of revocation of this authority.

I further agree that if any such draft be dishonored, whether with or without cause and whether intentionally or inadvertently, you shall be under no liability whatsoever.

Customer Signature: _____ Date: _____

Bank's Name: _____

Routing #: _____ Checking Account #: _____

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

Utility Account #: _____