



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

NO ONLINE SUBMISSION

Please return the completed form, and a copy of a voided check, via email (contactbtu@btutilities.com) or mail at:

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

Bank Draft Policy:

- The name on the bank account for the drafting of your payment is required to match the BTU primary account holder's 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 designated time period and the account drafts, BTU will not be responsible for any fees 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.
- Once the enrollment process is complete, the draft will take effect on the following billing cycle.

Automatic Bank Draft Authorization Form

I hereby agree to the terms listed above and request that BTU enroll my account(s) in automatic bank draft. I understand that the bank account listed below will be drafted by BTU for the full amount owed every month. I agree that BTU will be held harmless in honoring my request for automatic bank draft until such time that BTU receives written notice from me revoking this authority.

Customer Signature: _____ Date: _____

Bank's Name: _____

Routing #: _____ Checking Account #: _____

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

Utility Account #: _____