



**Town of Nashville Public Utilities  
Automatic Bank Draft Authorization**

**Customer Information: Please Print**

Customer Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Town of Nashville Utilities Account Number: \_\_\_\_\_

**Bank Information: Return a voided check with application**

Banking Institution Name: \_\_\_\_\_  
Branch Address: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

\_\_\_\_\_ Checking Account or \_\_\_\_\_ Savings Account (check one)

I authorize the Town of Nashville to draft the full amount of my Town of Nashville utility bill from the financial institution listed above.

I have the right to stop the automatic bank draft at any time by providing both the Town of Nashville and my designated financial institution a written 30-day notification.

I understand it is my responsibility to make sure there are sufficient funds in the account at all times to make the required payments.

Notice: The Town of Nashville's Automatic Bank Draft option is intended only for payments from accounts held by financial institutions located in the United States. By signing this application the customer certifies that they are not requesting a bank draft from an account held by a financial institution located outside of the United States.

***NOTE: If a joint banking account is designated, both parties must sign this document.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed, signed authorization & voided check to  
Town of Nashville, Utility Billing, P.O. Box 987, Nashville, NC 27856**



## Town of Nashville Public Utilities

### Automatic Bank Draft

The Town of Nashville Finance and Public Utilities Departments are pleased to offer Automatic Bank Draft service to our customers.

Automatic Bank Draft can save you time and postage and ensure that your monthly payment is paid on time. The Town of Nashville will work directly with your bank and keep you advised of your utility billing through your normal utility bill. This statement will notify you of the amount of your utility bill and the amount to be deducted from your account. Your bank will also advise you through your monthly bank statement of all bank draft payments.

Paying by Automatic Bank Draft is especially convenient for people who travel, have multiple accounts to manage, or have busy schedules. This method can benefit you by saving you time and the expense of mailing regular payments. Paying by Automatic Bank Draft lets the Town of Nashville Public Utilities and your bank do this work for you.

Enrolling in our Automatic Bank Draft option is easy. Just complete and sign the attached authorization form. Return this form and a voided check from the account you wish to have drafted. After you return these items to us, you will need to review your next bill to see if you will need to pay by check or not. If the payment for that billing cycle will be drafted, the bill will state 'Paid by Draft'. After the first bill has been automatically deducted from your checking account all subsequent bill payments will be automatically deducted from your bank account.

Each month the full amount shown of your utility bill will be drafted from your designated financial institution. The draft will be initiated approximately 5 days before the bill due date, or the 15th of the month. If this date does not fall on a business day, the draft will be initiated on the first business day following this date. Inquiries regarding bill amounts will need to be made prior to the initiation of the draft.

You may sign up for or discontinue the Automatic Bank Draft service at anytime. In most cases, we will be able to update your account for the next billing cycle, however, that is not always the case. **Please allow 30 days for any changes to process.** Also, please remember that if you change banks or bank account numbers, you will need to complete a new draft authorization form.

For additional information, or if you have any further questions about the Automatic Bank Draft option, please call our office at (252) 459-4511, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Town of Nashville  
Finance & Public Utilities Departments



## Town of Nashville Public Utilities

### Automatic Bank Draft

### Frequently Asked Questions

#### **What Is Automatic Bank Draft?**

*Automatic Bank Draft* is an efficient payment alternative to paper checks. When you use our *Automatic Bank Draft* process you authorize our company to electronically collect a pre-authorized amount from your checking account to pay a bill. Instead of writing a check every month to pay your utility bill your bank will automatically make the payment, it is that simple!

#### **Why Use Automatic Bank Draft?**

Consumers and companies both benefit from *Automatic Bank Drafts*. As a consumer, you will save time preparing your payment, save money on postage and check fees, improve your budgeting, eliminate the chance for late fees and save time balancing your bank statement.

#### **After I Fill Out the Enrollment Form How Long Will It Take To Begin Paying My Bill By Automatic Bank Draft?**

Enrollment is immediate; however, remember to keep making monthly payments until you see the confirmation message on your utilities statement, usually within 30 days.

#### **Why Do I Need To Attach A Preprinted, Voided Check To The Enrollment Form?**

Attaching a pre-printed voided check is required to ensure all bank account information is correct. It helps to avoid mistakes that may slow down the process.

#### **What If I Plan To Change Banks?**

If you plan to change banks call our office promptly. You will be instructed to complete and sign a new enrollment form, attach a voided check from your new checking account and send these documents to us.

#### **Will I Continue To Receive A Monthly Utility Bill?**

You will continue to receive your monthly utility bill as usual and you will know the exact amount of payment before it is deducted from your bank account. If you have a question about your bill call the Town of Nashville within 14 days of your bill date to resolve issues.

#### **Who Will Have Control Over My Account?**

You are the only person who has control over your bank account. When you sign up to pay your bill by *Automatic Bank Drafting* you are not giving the Town of Nashville control over your bank account. You are only authorizing your Bank to send your utility payment amount each month directly to the Town of Nashville from your bank account.