



## Pay Your Water Bill by Automatic Bank Draft and Avoid Late Fees

- The City of Katy offers this payment option at no charge.
- A pre-notification will be sent to your financial institution for the first bill after receiving your request. You will continue to receive billing statements as usual. The first bill will include the following message: **\*\*PLEASE PAY\*\*** and you will need to make a payment in your usual manner.
- The second bill will be a live draft and the words “PAID BY DRAFT” will appear on each portion of the bill. From this point on, you will not be assessed any penalty fees.
- The draft is sent to the bank two working days prior to the due date and will be drafted from your bank account on the 16<sup>th</sup> of each month or the next working day. This will allow you to examine your bill and post your checkbook register prior to the draft being charged against your account. If the amount being billed should be questioned, you must contact the Utility Billing Department at least five days prior to the 16<sup>th</sup> to check readings for error prior to the draft being deposited.

To sign up, please submit a voided personal or business check and the Authorization Agreement to:

- the Utility Billing office at City Hall, 901 Avenue C, Monday - Friday, 8:00 am to 5:00 p.m.
- by email at [ub@cityofkaty.com](mailto:ub@cityofkaty.com)
- by fax at 281.391.0007

---

### **Pague su factura de agua mediante giro bancario automático y evite cargos por pagos atrasados**

- La ciudad de Katy ofrece esta opción de pago sin cargo.
- Se enviará una notificación previa a su institución financiera para la primera factura después de recibir su solicitud. Continuará recibiendo los resúmenes de facturación como de costumbre. La primera factura incluirá el siguiente mensaje: **\*\* PAGUE POR FAVOR \*\*** y deberá realizar un pago de la manera habitual.
- La segunda factura será por retiro automatico y dira lo siguiente "PAGADO POR RETIRO AUTOMATICO" aparecerá en cada parte de la factura. A partir de este momento, no se le aplicarán multas.
- El giro se envía al banco dos días hábiles antes de la fecha de vencimiento y se retirará de su cuenta bancaria el día 16 de cada mes o el siguiente día hábil. Esto le permitirá examinar su factura y publicar el registro de su chequera antes de que se cargue el giro a su cuenta. Si el monto que se factura debe ser cuestionado, debe comunicarse con el Departamento de Facturación de Servicios Públicos al menos cinco días antes del día 16 para verificar los errores en la lectura antes del retiro automatico.

Para inscribirse, envíe un cheque personal o comercial anulado y el Acuerdo de Autorización a:

- la oficina de facturación de servicios públicos en el Ayuntamiento, 901 Avenue C, de Lunes a Viernes, de 8:00 a.m. a 5:00 p.m.
- por correo electrónico enviar a [ub@cityofkaty.com](mailto:ub@cityofkaty.com)
- por fax al 281.391.0007

**City of Katy**  
**Enrollment Terms and Conditions of Payment by Bank Draft**

You are responsible for contacting your financial institution prior to signing the authorization form to ensure your institution's participation and determine bank fees applicable for this service.

It takes approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check, cash or money order. Your bill will indicate electronic bank drafting is effective with **\*\*PAID BY DRAFT\*\***.

The City of Katy will assess a \$25.00 fee for each insufficient fund. **Please call your financial institution regarding questions on fees they may charge separately.** The City of Katy will remove your account from bank drafting for two insufficient funds within a 12-month period. You will then be ineligible to participate in bank draft payments for the next 12 months.

Claims on disputed bills must be received in the Utility Billing office at least five (5) business days prior to the 16<sup>th</sup>.

To remove your account from automatic bank drafting, written authorization must be received in the Utility Billing office at least 30 days prior to the effective bill date. **When service is disconnected due to moving out of The City of Katy, your final bill will NOT be a draft bill.**

---

**Authorization for Payment by Bank Draft**

*Please read the above terms and conditions*

\_\_\_\_\_ **I have read and agree with these terms and conditions.**

I authorize The City of Katy to draft my account each month for the amount of billed services on my water utility account. I also authorize my financial institution, below, to debit same amounts from my account.

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Financial Institution Routing Number  
*(First 9 digits in the bottom left corner of check)*

\_\_\_\_\_  
Your Bank Account Number

**Please check the appropriate boxes:**

Type of Financial Institution: ( ) Bank ( ) Savings & Loan ( ) Credit Union ( ) Other

Type of Account: ( ) Checking ( ) Savings

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Customer's Utility Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Water Utility Account Number

**Please attach a voided check! Do NOT attach a deposit slip!!**