

IMPORTANT NOTICE – PLEASE READ

**Authorization Agreement for Direct Payments (Debits)
RULES AND REGULATION AGREEMENT**

Your FIRST bill after signing up for automatic bank account should draft as long as the information you supplied is correct. You will still continue to receive a water bill.

YOUR RESPONSIBILITY:

1. To notify us of any changes to your bank account, phone number and email address.
2. To notify us if you transfer water service to another address within the city.

OUR RESPONSIBILITY:

1. To set up your account in our billing system.
2. To notify you of any changes or problems with the drafted account.

By signing, I authorize **City of Kyle** to initiate a **DEBIT** entry to my account listed below. This authority will remain in effect until I notify the City, by completing an Auto-Debit Cancellation Form in writing. (Please allow up to one week for us to receive and process the cancellation form). If the debit is returned unpaid the City may debit returned item fees, as posted, from my account in the same manner.

I have read and understand each party's (mine and the City's) responsibility.

Signature

Date