



BANK DRAFT REQUEST FOR UTILITY BILL

To request that your utility bill be paid by bank draft, you must complete the following information, sign the form, and return it to City Hall.

Please type or print clearly. All information must be supplied.

Once you sign up and verify all information, your utility bill will be deducted from your account on the due date, which is the 15th of each month. You will still receive a utility bill as usual, but it will be marked "DRAFTED, DO NOT PAY." This way, you will know the amount of your bill and can record the payment.

YOUR INFORMATION:

Utility

Account Number: _____

Name: _____

Street Address: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

YOUR BANK INFORMATION:

Bank Name: _____

Account Number: _____

Routing Number: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

****Enclose a voided check**

YOUR SIGNATURE: _____ DATE: _____

You may drop it off at City Hall (210 W. Railroad Street), put it in the drop box in front of City Hall, or mail it to the City of Earlville, P.O. Box 98, Earlville, IL 60518. If you have any questions, please call 815-246-9588.

BE CERTAIN THAT ALL INFORMATION IS SUPPLIED AND A VOIDED CHECK IS ENCLOSED WITH YOUR REQUEST. THANK YOU.