



BANK DRAFT REQUEST FOR UTILITY BILL

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

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

Once signed up and all information is verified, your utility bill will be deducted from your account on the due date, which is the 15th of the 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: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Fax: _____

****Enclose a voided check**

YOUR SIGNATURE: _____ DATE: _____

You may drop off at City Hall (210 W. Railroad Street), put in drop box on front of City Hall or mail to 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.