



## BANK DRAFT AUTHORIZATION FORM

100 W SCHOOL ST, RIDGELAND, MS - P O BOX 217, 39158  
WATER BILLING: 601-856-3938 - FAX: 601-790-2111

**UTILITYBILLING@RIDGELANDMS.ORG**

I authorize the City of Ridgeland to draft my checking account for payment of my City utility service on the **due date** each month. This authorization will remain in effect until I notify the City of Ridgeland in writing to cancel it in such time as to afford the City of Ridgeland and financial institution a reasonable opportunity to act on it. I understand that I will still receive my monthly bill telling me the amount due and my usage. I also will continue to pay my bill as usual, until I see a notation on the bill that it is "**paid by bank draft**" (which can take up to 6-8 weeks). It is my responsibility to notify the City of Ridgeland of any change in bank account information by filling out a new draft authorization form.

Name \_\_\_\_\_ Utility Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Phone \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

Name as Shown on Bank Account \_\_\_\_\_

☐ Check here if you would like to opt in to paperless (emailed) bills.

\_\_\_\_\_  
**Signature** (*digital or typed signatures not accepted*)

\_\_\_\_\_  
**Date**

**\*\*You must attach a voided check or other bank-issued document with printed routing & account number.\*\***