



EST. 1955

# SPRING VALLEY VILLAGE

Service Account Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**A voided check MUST be attached with this request for processing.**

I, \_\_\_\_\_, do hereby authorize the City of Spring Valley Village to make a monthly draft from my checking account for the purpose of paying my utility bill.

**I understand and acknowledge the following:**

\_\_\_\_\_ The amount drafted will not be the same every month

\_\_\_\_\_ The amount will draft on ***the last working day of the month***

\_\_\_\_\_ Should my draft be returned by my bank, I am subject to a 'return check' fee in the amount of \$35.00 and my account will be taken off the Auto Draft

\_\_\_\_\_ You will still receive your monthly Utility Bill, but the words "PD BY DRAFT" will appear on the 'amount after due date' box

\_\_\_\_\_ You ***will not*** receive a notification, from us, when the amount is drafted

\_\_\_\_\_ Should my bank information change, I am responsible for updating it with The City, otherwise I am subject to the \$35, 'return check' fee, should my draft be returned

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Date

1025 CAMPBELL RD. HOUSTON, TX 77055  
utilities@springvalleytx.com  
PHONE (713) 465-8308 FAX (713) 461-7969  
www.springvalleytx.com