



Customer Service
723 S. Lewis St./P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.742.8245
Fax: 405.742.8352
Web: stillwater.org

Utility Auto-Pay Bank Draft Authorization

I hereby authorize the City of Stillwater, Oklahoma to draft my checking account on the due date and for the full amount due as printed on my utility bill each month. I understand that any balance on my utility account must be paid in full before this service is activated. **I have included a voided check with this form.**

I understand that I must contact the City of Stillwater Customer Service Department at least **three business days** before the due date printed on my bill to cancel or change any bank draft information. I further understand that any drafts returned from the bank are subject to a \$25.00 returned draft fee, in addition to the original amount of the draft.

Utility Account Information

Name on Utility Account: _____

Utility Service Address: _____

Primary Telephone Number: _____

Email Address: _____

Bank Account Information

Name as it Appears on the Bank Account: _____

Name of Bank: _____

Bank Routing Number: _____

Bank Account Number: _____

Customer Signature (Electronic Signature Not Valid)

Date

Approximately 21 days before your account information is sent to the bank, we will send you a copy of the utility bill; this is for your records only, not for payment. If there are any problems with the charges, contact our office to review your utility account to resolve your concerns before your bank account is drafted.

****WARNING**** If you also set up auto pay through your customer portal, your payments will be duplicated.

(Office Use Only)

Received By: _____

Date Entered: _____