

RULES AND RESPONSIBILITIES FOR BANK DRAFTING

- The City will provide you with a monthly billing statement for your account. For utility billing, you may also choose an e-mail notice of your billing, and/or also the option to go “paperless”. Our customer service staff can set this up for you.
- Your account must be current to start the bank drafting service, and each month, the total amount due will be bank drafted from your account.
- Your checking or savings account will be debited from your account 15 days after the billing date. If the due date is a weekend, payment will be debited the previous Friday.
- Your monthly bank statement will include information about each of your direct payments to the City.

COMPLETING THE AUTHORIZATION FORM

Completing the authorization form is easy!

Fill in the information requested on the “Authorization for Bank Drafting Bill Payment” section.

Please remember to sign and date the form. To verify the information, also please provide a voided check from your financial institution.

Mail to City of Great Falls, Fiscal Services, PO Box 5021, Great Falls, MT 59403, or bring the completed form into our office located in Room 104, Civic Center, 2 Park Drive South, Great Falls, MT.

We’ll take care of the rest. Please allow one billing cycle for bank drafting to take effect.

AUTHORIZATION FOR BANK DRAFTING BILL PAYMENT

By signing this form (see reverse side), I authorize the City of Great Falls and the financial institution listed on this form to automatically debit my account each billing period, and if necessary, to adjust or reverse a payment for any entry made to my account in error. This authorization will remain in effect until I have canceled in writing and in such time as to afford the City of Great Falls a reasonable opportunity to act on it, or at the discretion of the City of Great Falls for failure to comply with the rules and responsibilities as stated within this brochure.

**CITY OF GREAT FALLS
PO BOX 5021
2 PARK DRIVE SOUTH
GREAT FALLS, MT 59403-5021**

Name—Please Print

Co-Applicant (if applicable)

Phone

NEW BANK DRAFT CHECKING

CHANGE BANK DRAFT SAVINGS

Financial Institution

Address

City, State

Please attach a voided check for verification of all financial institution information.

**CITY OF GREAT FALLS
ACCOUNT INFORMATION**

Utility Bill
Customer # _____ Location # _____

Service Address
 CD Loan
Customer # _____ Loan # _____

Service Address
 Acct Rec
Customer # _____

Service Address

Signature

Date

- Please contact Customer Service at:

Utilities: (406)727-7660

Accounts Receivable:

(406)771-1180 ext 583

CDBG Loans (406)455-8404

If you have any questions about your bills or you believe there is an error in the amount being debited from your account.

- To terminate bank drafting, please provide a written request, and allow at least one billing cycle to terminate the service.
- If you advise your financial institution to stop a payment without proper notification to the City, you will be revoking this agreement and a service fee will be charged to your City account.
- If sufficient funds are not available in your account to pay the bank draft, it will be treated as not being on direct payment, and will be considered as NSF Return (Non-sufficient funds). A service fee may be charged by the City, as well as your financial institution.



CITY OF GREAT FALLS

UTILITY BILLING

ACCOUNTS RECEIVABLE

CDBG LOANS

BANK DRAFTING

DIRECT PAYMENT

Utilities: (406)727-7660

Accounts Receivable: (406)771-1180 ext 583

CDBG Loans: (406)452-8404

Fax: (406)452-8048

Room 104, Civic Center, 2 Park Drive South

www.greatfallsmt.net

**BANK DRAFTING
DIRECT PAYMENT**

Bank drafting direct payment allows payment of your monthly utility bills or other receivable by having the payment electronically debited from your checking or savings account. By completing the attached enrollment form, the financial institution of your choice makes the payments to the City.