

City of Richmond

UTILITY SERVICES
402 Morton Street
Richmond, TX 77469
(281) 342-5456
(281) 232-8626 Fax



BANK DRAFT CANCELLATION

Name: _____ Date: _____

Account Number: _____

Service Address: _____

Bank Name: _____

Bank Address: _____

Account No.: _____ ABA: _____

I authorize the City of Richmond to cancel the automatic bank draft on the account indicated above. It is my understanding that all written requests to terminate an automatic bank draft must be received to the City of Richmond at least five (5) days before the account is charged. Authorization for cancellation received after the bank draft due date and/or draft returned to the City of Richmond by assigned bank will be charged a \$30.00 direct draft fee plus the amount of the return item.

Customer Signature

Phone Number

OFFICE USE ONLY

Entered Date: _____

Terminated Date: _____

Processed by: _____