

CITY OF BRISTOL, TENNESSEE  
FINANCE DEPARTMENT  
**UTILITY ACCOUNT AUTHORIZATION AGREEMENT  
FOR BANK ACCOUNT AUTO PAY**

CUSTOMER INFORMATION

UTILITY ACCOUNT NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

PRINTED NAME(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FINANCIAL INSTITUTION INFORMATION

I (We) hereby authorize the City of Bristol, Tennessee to initiate bank account auto pay from the financial institution and bank account indicated below.

NAME: \_\_\_\_\_

BRANCH LOCATION: \_\_\_\_\_  
(Please provide Street,  
City, State, and Zip Code.) \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

**A voided check must be submitted with this agreement.** Deposit slips cannot be accepted. Failure to attach a voided check will delay processing.

BANK ACCOUNT AUTO PAY TERMS

Please allow up to **two months** for your bill to automatically be withdrawn from your account. **You will need to review your bill each month and continue to pay by normal means until the notice "To Be Paid From Bank Acct" appears on your bill.** The net amount due will automatically be drafted from your account on the pay gross after date when the message appears. Failure to pay on your account until auto pay becomes effective may subject your account to disconnection and reconnect fees.

**Any changes to banking information** (new bank account, closed accounts, intent to cancel the bank account auto pay agreement, etc.) **require a one week notice** for processing time in order to prevent draft related fees from being incurred.

The Finance Department will terminate this agreement if more than two transactions during a consecutive twelve month period fail to process. A letter stating termination of the agreement will be issued to the mailing address on your account. Payment options will be cash, money order, or credit card for one year. Eligibility for bank account auto pay can then be resumed by completion of a new Authorization Agreement for Bank Account Auto Pay Form.

Agreement terms will remain in effect until a Cancellation Agreement for Bank Account Auto Pay Form is completed.

*Please call a customer service representative at 423-989-5500 or email customerservice@bristoltn.org with any questions regarding your auto pay agreement.*

**All submissions should include a signed agreement and voided check. Submissions can be made as follows:**

In person to the Finance Department (Room 203) at City Hall located at 801 Anderson Street.

Via mail to City of Bristol, Tennessee; Finance Department; PO Box 1348; Bristol, TN 37621-1348.

Via facsimile to 423-989-5719.

Via email to customerservice@bristoltn.org.

FOR INTERNAL USE ONLY.

Entered By: \_\_\_\_\_

Date Changes Entered: \_\_\_\_\_