



City of Princeton
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AUTOMATIC BANK DRAFTING IS HERE!

The City of Princeton is offering an easy and convenient way to pay your utility bill. Through bank drafting, your monthly utility bill is withdrawn automatically from your checking/savings account. You will no longer have to worry about mailing or dropping off your payment. You will continue to be provided a monthly statement showing your current charges. Because payment is automatic there are no postage costs. This service is provided to you free of charge. (Your financial institution may charge a transfer fee, please contact them for this information.)

- ***How the service works***

You will receive your monthly utility bill in the mail on your normal billing date. The bill will state, "Amount Due will be Bank Drafted – DO NOT PAY." Your bank will then deduct the billed amount one to two days before the due date and forward your payment to the City. Please allow four to six weeks for drafting to be activated.

- ***What are the advantages?***

No monthly check to write Saves Postage. Fast and Easy

- ***Is there a fee for this service?***

There is no charge for bank drafting, and it may be discontinued at any time by simply notifying the City of Princeton in writing.

- ***How to enroll***

Complete the "Bank Draft Authorization" form. To find the "Transit/ABA number, contact your bank or other financial institution. This number should have nine digits. Please attach a *voided check* from the account to be drafted. Mail the completed authorization form and *voided check* to the City of Princeton, Utility Billing Office, 123 W. Princeton Drive, Princeton, Texas 75407. For additional information, call the Utility Billing Office at 972-736-2711.