

MUSKOGEE COUNTY RURAL WATER DISTRICT #4  
P.O. BOX 758  
FORT GIBSON, OK 74434  
PHONE: 918-478-4855 FAX: 918-478-6391

### **AUTOMATIC BANK DRAFT AUTHORIZATION**

Muskogee County Rural Water District #4 is pleased to offer an automatic bank draft option for the payment of your water bill. If you would like to take advantage of this option, please complete the following information and return this form for processing.

Water bills are issued on the last day of each month and are due by the 15<sup>th</sup> day of each month to avoid late charges. Payment will be drafted from your bank account on the 15<sup>th</sup> day of each month. In the event the 15<sup>th</sup> falls on a Saturday, Sunday, or on a day our office is closed, the payment will be drafted on the next business day immediately following.

Initial authorization for automatic bank draft from your bank account must be processed prior to the last day of the month for payment to draft in the next month.

It is your responsibility to advise Muskogee County Rural Water District #4 should you change your bank account. Any request for automatic draft refused due to insufficient funds or other reasons will be treated as an insufficient funds payment and a \$25.00 returned check fee will be added.

To avoid service disconnect and a \$60.00 disconnect fee, all water bill payments must be **received in our office** by 9:00 a.m. on the 26<sup>th</sup> day of each month.

If you have any questions, please contact Kelly Cook at 918-478-4855.

<b>DATE OF REQUEST:</b>	<b>MAXIMUM DRAFT AMOUNT:</b>	<b>RWD #4 ACCT. NUMBER</b>
_____	_____	_____
<b>ACCOUNT NAME:</b>	<b>MAILING ADDRESS:</b>	<b>SERVICE ADDRESS:</b>
_____	_____	_____
<b>DATE TO START:</b>	<b>BANK ROUTING # (9 DIGITS)</b>	<b>BANK NAME AND ADDRESS:</b>
_____	_____	_____
<b>BANK ACCT NUMBER:</b>	<b>TYPE OF ACCOUNT:</b>	<b>SIGNATURE:</b>
_____	CHECKING _____	_____
	SAVINGS _____	

**\*\*\*PLEASE ATTACH A VOIDED CHECK FOR THE ACCOUNT TO BE DRAFTED\*\*\***