



Credit Card Authorization/Stop Form

3815-B Sachse Rd, Sachse, TX 75048
Office: 469-429-4763 Fax: 972-495-9356
Email: Utilitybilling@cityofsachse.com

Today's Date: _____ Utility Customer Name: _____

Utility Account #: _____ Service Address: _____ Phone Notifications: Y or N

Daytime Telephone Number: _____ E-mail Address: _____ E-Bills: Y or N

One time Recurring

I have read the terms and conditions and hereby request and authorize the City of Sachse and the financial institution to initiate variable entries (if recurring selected) or a one time charge (if selected) to my credit card account and, if necessary, initiate adjustments for any transactions credited in error. This authority will remain in effect until the City of Sachse is notified by me in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act.

Name as it appears on the credit card: _____

Mailing Address of credit card statement: _____

City: _____ State: _____ ZIP: _____

Credit Card Type Visa Mastercard Discover American Express

Credit Card Account Number: _____

Expiration Date: ____/____/____ One-time Charge \$: _____

Not VALID without signature.

Driver's License Verification may be requested.

Signature: _____ Effective Date: _____

Stop

I hereby request and authorize the City of Sachse to stop the automatic credit card draft for payment of my utility bill.

Not VALID without signature.

Signature: _____ Effective Date: _____

Internal Use Only

Processed by: _____ Date: _____



Credit Card Authorization/Stop Form Terms and Conditions

I understand I will continue to receive a utility bill by mail or electronically based on my statement delivery choice. I will know the total amount of my utility bill; thus I will know exactly the amount that will be charged on my credit card account.

I understand it is my sole responsibility to update my credit card information if the credit card expires or my account is closed. I agree that I remain obligated to pay for utility services in the event that a charge to my account is dishonored, for whatever reason, and that the City of Sachse retains its normal collection rights.

I understand the City will remove my account from credit card draft if two (2) dishonored notifications occur within a 12 month period.

I understand the total amount of my bill will be charged on the 15th of each month for active service (unless the 15th falls on a weekend or holiday, in which, it will be deducted on the next business day). My final bill will be charged within 5 to 10 days of the statement date.