



CITY OF
PORT LAVACA

202 N. Virginia, Port Lavaca, Texas 77979
Main Number: 361-552-9793

www.portlavaca.org
Main Facsimile: 361-552-6062

Automatic Draft Authorization Form

Please be sure to enclose a **VOIDED** check or copy of your Bank Member ID card that displays your name, routing number and account number to verify the banking information. It can take up to a full month for the draft to go into effect, so be prepared to pay your upcoming bill manually.

If you have additional questions about Auto Draft, please call our Customer Service Department at
(361) 552-9793 extensions 238 & 239.

Please be advised three instances of non-sufficient funds (NSF) will result in the automatic termination of the Automatic Draft.

I authorize the City of Port Lavaca to withdraw funds necessary to satisfy the amount due on my water bill from the following Financial Institution:

Bank: _____ Date: _____
Routing Number: _____ Checking Account #: _____

Enclose a voided check or a copy of your Bank Member ID card from the account you want your monthly payments to be deducted from.

(Verify the accuracy of the information submitted before signing).

Service Address: _____
Customer's Name: _____
Customer's Water Account: _____
Customer's Phone Number: _____
Customer Signature: _____

For Internal Use Only

Received By: _____
Received Date: _____
Account Number: _____
Signature of Approver: _____