



# Green Valley SUD Bank Draft Instructions

Please detach this portion below the dotted line and retain for your records.

Complete ALL information

All signatures are REQUIRED on this form if there is a joint checking/savings account holder. This does NOT grant them access to the utility account, unless they are added to the account via Authorization Form.

A VOIDED Check is required to complete the bank draft process.

**Bank Draft processing could take 4-6 weeks. Please ensure you pay your account manually until your bill reflects AUTO PAY. You may contact the office any time to see if the update has taken effect.**

I understand that a request to discontinue my automatic ACH draft will need to be submitted in writing a minimum of 2 business days prior to the last scheduled ACH draft date.

### Remittance of Required Documentation

**Mail To:**

Green Valley SUD  
Attn: Billing  
PO Box 99  
Marion, Texas 78124

**Fax To:**

830.420.4138

**Email To:**

[customerservice@gvsud.org](mailto:customerservice@gvsud.org)

GVSUD Index will be filled out by GVSUD Representative

GVSUD INDEX: \_\_\_\_\_  
GVSUD ACCT # \_\_\_\_\_

\_\_\_\_\_ SAVINGS  
\_\_\_\_\_ CHECKING

For District Use ONLY  
Received By \_\_\_\_\_  
Updated By \_\_\_\_\_

**AUTHORIZATION AGREEMENT FOR AUTOMATED BILL PAYMENT (ACH DEBIT)  
GREEN VALLEY SPECIAL UTILITY DISTRICT, ID NUMBER 742634126**

I (We) authorize GREEN VALLEY SPECIAL UTILITY DISTRICT, hereinafter called COMPANY, to initiate debit entities to my (our) checking/savings account indicated below and the depository (bank), hereinafter called DEPOSITORY, to debit.

**BANK NAME:** \_\_\_\_\_

**ROUTING #** \_\_\_\_\_ **ACCOUNT #** \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (us) of its termination in such time and in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

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**NAME(S) LISTED ON DEPOSITORY**

**ACCOUNT:** \_\_\_\_\_

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

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