

# **BANK DRAFT INSTRUCTIONS**

1. -Complete all information.  
-Two signatures are REQUIRED for all joint bank accounts.  
-A **VOIDED CHECK** is required to complete the bank draft process.
2. -Mail in a voided check and completed bank draft form to GVSUD

GREEN VALLEY SUD  
ATTN: BILLING  
PO BOX 99  
MARION, TX 78124

<b>GVSUD ACCT#</b> _____	<b>CHECKING</b> <input type="checkbox"/>	<b>SAVINGS</b> <input type="checkbox"/>	<b>INDEX</b> _____
<b>AUTHORIZATION AGREEMENT FOR AUTOMATED BILL PAYMENT (ACH DEBIT)</b> <b>GREEN VALLEY SPECIAL UTILITY DISTRICT, ID NUMBER 742634126</b>			
I (W e) authorize GREEN VALLEY SPECIAL UTILITY DISTRICT, hereinafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and the depository (bank), hereinafter called DEPOSITORY, to debit.			
<b>BANK NAME</b> _____			
<b>ROUTING #</b> _____		<b>ACCOUNT #</b> _____	
This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.			
<b>NAME(S)</b> _____			
PLEASE PRINT			
<b>DATE</b> _____	<b>SIGNATURE</b> _____		
<b>DATE</b> _____	<b>SIGNATURE</b> _____		
			<b>ACCEPTED BY</b> _____
<b>PHONE</b> _____	<b>PROCESSED BY</b> _____		

Forms must be received in our office by the 1<sup>st</sup> of the month. Any bank draft forms received after the 1<sup>st</sup> will not take effect until the following month. Bank draft will be drafted by the 10<sup>th</sup> of the month or the next business day.

To make any changes to your bank draft, you must notify our office by the 1<sup>st</sup> of the month. After the 1<sup>st</sup> the changes will not be effective until the following month. If you have any questions, please contact our office at (830) 914-2330.