

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**

GVSUD ACCT# _____ CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> INDEX _____
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 entries to my (our) checking account indicated below and the depository (bank), hereinafter called DEPOSITORY, to debit.
DEPOSITORY NAME _____ CITY _____ STATE _____ ROUTING NUMBER _____ ACCOUNT # _____
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.
NAME(S) _____ <p style="text-align: center;">PLEASE PRINT</p>
DATE _____ SIGNATURE _____
DATE _____ SIGNATURE _____
PHONE _____

Forms must be received by our office by the 5th of each month to be included in the bank draft for that month. Bank drafts will be drafted by the 10th or the following business day.

To make any changes to your bank draft, you must notify our office by the 5th of the month. After the 5th, the changes made will not be effective until the following month. If you have any questions, please contact our office at (830)-914-2330.