



City of Round Rock
221E Main St
Round Rock, TX 78664
Phone: 512-218-5460
Fax: 512-218-5463

AUTOMATIC DRAFT CANCELLATION FOR CUSTOMERS
TO CANCEL AUTO DRAFT ON UTILITY ACCOUNTS

Please Print and Sign

UTILITY ACCOUNT INFORMATION

NAME SERVICE ADDRESS MAILING ADDRESS (IF DIFFERENT) EMAIL ADDRESS
UTILITY ACCOUNT# PHONE# PHONE# SS#
REQUEST EBILL YES NO

OPTION 1: AUTOMATIC DRAFT FROM VISA OR MASTERCARD

Complete this section if drafting from credit card

CARD TYPE: VISA M/C
CARD NUMBER EXPIRATION DATE
NAME AS IT APPEARS ON CARD CREDIT CARD BILLING ZIP CODE
CREDIT CARD CVV (3 DIGIT NUMBER ON THE BACK OF CARD)

OPTION 2: AUTOMATIC DRAFT FROM CHECKING OR SAVINGS

Complete this section if drafting from checking or savings account.

A voided check is required for drafts from checking or savings accounts

CHECKING SAVINGS
BANK NAME BANK ACCOUNT #
NAME ON BANK ACCOUNT BANK ROUTING #

This written notification of termination from me (or either of us) at the address listed above shall allow the City of Round Rock to act on this request within a reasonable time. I understand that this action will become effective ONLY upon notification from the City of Round Rock stating the request has been completed. Initial

Terminations MUST be made in writing to the City of Round Rock Utility Department. The City must have sufficient time, usually one billing cycle or one month, to process the termination request. The customer is solely responsible for notifying the City of any changes in sufficient time to prevent returned items and/or late fees. Initial

SIGNATURE DATE
OFFICE USE ONLY

ENTERED BY DATE VERIFIED BY DATE