



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

AUTOMATIC DRAFT CANCELLATION
TO CANCEL AUTO DRAFT ON UTILITY ACCOUNTS
UTILITY ACCOUNT INFORMATION

NAME _____ ACCOUNT # _____
SERVICE ADDRESS _____ PHONE # _____
MAILING ADDRESS _____ SOCIAL SECURITY # _____
(If different from above)
EMAIL ADDRESS _____ REQUEST E-BILL [] YES [] NO

OPTION 1: AUTOMATIC DRAFT FROM VISA OR MASTERCARD

Complete this section if drafting from credit card

CARD TYPE: [] VISA [] MASTERCARD
CARD NUMBER _____ - _____ - _____ - _____ EXPIRATION _____
CARDHOLDER NAME _____ BILLING ZIP CODE _____
CVV (3 DIGIT NUMBER ON BACK OF CARD) _____

OPTION 2: AUTOMATIC DRAFT FROM BANK ACCOUNT

Complete this section if drafting from checking or savings account

[] 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's Utility Billing Office. 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 *****

ENTERED BY _____ DATE _____ VERIFIED BY _____ DATE _____