City of Bluefield
200 Rogers Street
Bluefield, WV 24701
304.327.2401 / FAX: 304.325.6494

Bank Draft Application

Please Note: The withdrawal from your account will begin the month after the form is submitted. If there is a balance on your account, you will need to pay that amount at the time the form is submitted. The AUTO PAY will be deducted on the 5th of the month. After this takes effect, you will receive a monthly bill that will indicate AUTO PAY. DO NOT pay the monthly bill that is marked as AUTO PAY because it will be deducted automatically from your designated account.

Customer/Account Number: _____

Customer Name: _____

Mailing Address: _____

_____

Telephone: _____

Email Address: _____

Bank Routing Number: _____

Bank Account Number: _____

Please attach copy of VOID check or deposit slip.

Amount to withdraw: ____ full amount due each month
____ other: $_____ each month

By signing this application, you agree to allow the City of Bluefield to automatically draft your bank account to pay your City Service Fees. Your account will be drafted on or about the 5th of each month. If your bill is more than the amount selected above, you will be required to pay the excess amount of your bill by other means if you wish to avoid late payment penalties. If the bank declines your draft for any reason, you will be subject to bad check fees.

Date:_____ Signature: _____

If you would like to receive your monthly city service fee invoice by email instead of through the US Postal service, please indicate below and be sure to list your email address above.

_____ Yes, I would like to receive my bill via email.

_____ Please remove me from email invoicing. Effective _____

_____ Please remove me from auto draft. Effective _____

Date: _____ Signature: _____

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