



BANK DRAFT

AUTHORIZATION FOR AUTOMATIC DRAFT

I AUTHORIZE THE CITY OF SAN JUAN AND THE FINANCIAL INSTITUTION NAMED BELOW TO INITIATE ENTRIES TO MY CHECKING/SAVINGS ACCOUNT. THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I NOTIFY YOU IN WRITING TO CANCEL IT IN SUCH TIME AS TO AFFORD THE FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT ON IT. I CAN STOP PAYMENT OF ANY ENTRY BY NOTIFYING MY FINANCIAL INSTITUTION 3 DAYS BEFORE MY ACCOUNT IS CHARGED. I CAN HAVE THE AMOUNT OF AN ERRONEOUS CHARGE IMMEDIATELY CREDITED TO MY ACCOUNT UP TO 15 DAYS FOLLOWING ISSUANCE OF MY FINANCIAL INSTITUTION STATEMENT OR 60 DAYS AFTER POSTING, WHICHEVER OCCURS FIRST.

(NAME OF FINANCIAL INSTITUTION)

(ADDRESS OF FINANCIAL INSTITUTION) **(STREET)** **(CITY)** **(ST)** **(ZIP)**

(SIGNATURE) _____ (DATE) _____

(NAME-PLEASE PRINT) **(WATER ACCT NUMBER)**

(ADDRESS-PLEASE PRINT) (PHONE NUMBER)

(CHECKING ACCOUNT NUMBER)

**Auto draft forms must be turned in no later than the 20th of each month in order to be processed for the 10th of the following month. **