

LIBERTY CITY WATER SUPPLY CORPORATION
6144 GATEWAY CENTER #349
KILGORE, TEXAS 75662
TELEPHONE: 903-984-9593

Section 1

I, _____, Account # _____ authorize
(Customer Name)
LIBERTY CITY WATER SUPPLY CORPORATION to withdraw funds necessary to satisfy the
amount due on my water bill from:

Name of Bank _____

Address of Bank _____

Routing Transit # _____

Bank Account # _____

SIGNATURE

DATE

PLEASE ATTACH A VOIDED CHECK FROM THE
ACCOUNT YOU WISH YOUR MONTHLY
PAYMENTS TO BE TAKEN FROM FOR
VERIFICATION PURPOSES.

Section 2

Date: _____

Effective the above date please remove my account # _____ from the draft program or
discontinue previous draft and instate new draft with above information..

I, _____,
understand as renter/leaser of the
property associated with this
account it is my responsibility to
notify LCWSC in writing to stop the
draft on my checking account.

If notification is not made to
LCWSC no responsibility for
continuing to draft your account will
be accepted by our office.

Signature

Date

Signature

PLEASE FILL OUT AND SIGN THE *MARKED* SECTION THAT PERTAINS TO YOUR REQUEST.

LCWSC will draft your monthly water bill on or after the 15th of each month. If the 15th falls on a weekend or holiday, the bank will draft the following business day.

LCWSC will still mail out your monthly bill. Your bill will state that the bank will draft on or after 15th to serve as a reminder to you.

If you receive a late notice in error, please **DO NOT** ignore it. Call the office so we can find out why your account did not draft.

LCWSC processes bank drafts a week in advance. You may discontinue bank draft by letting us know in writing **before the 7th of the month**.

Any bank draft returned will be treated as a returned/hot check. Upon receiving notification from our bank, LCWSC will send you a letter. You will have ten (10) calendar days from that day to pay the return draft and associated fees. Payment must be in **cash or money order** and failure to do so will result in your service being disconnected. Your return bank draft, return fees, and disconnection fees must be paid before service will be restored.

Signature

Date