

City of Richardson
Water Customer Service
PO Box 831907 Richardson, TX 75083-1907
Ph (972) 744-4120 Fax (972) 744-5811
e-mail: customer.service@cor.gov

www.cor.net/waterservice

## AUTHORIZATION FOR AUTOMATIC BILL PAY

Current Account Information (please print)			
Customer Name		Account #	
Service Address		Email	
Financial Institution			
Name of Bank		Name on Account	
City		Name on Account	
State			
Telephone Number(s) Authorized			
Residence		Work/Cell	
Account			
Type of Account	☐ Checking Account ☐ Savings Ac	count	
Routing & Transit #		Account #	
(from check not a deposit slip)	Sample Check:		
19873182311 O114173632#			
The routing & transit # is The account # is usually 9 digits surrounded by " left of " - If check # is left of account #, ignore check #			
***MUST PROVIDE A COPY OF A VOIDED CHECK***			
Signature Section			
I authorize the City of Richardson, Water Customer Service Division to charge my account monthly for the amount of services billed. I authorize the financial institution indicated above to debit such amounts from my account.			
Printed Name		Signature	
Date			

Your authority will remain in full force and effect until the City of Richardson, Water Customer Service Division receives written notification from you to cancel the authorization. You have the right to stop payment of a debit entry by notifying your financial institution at least 3 business days prior to their charging your account. Request for adjustments of incorrect charges appearing on your water bill should be made directly to the City of Richardson, Water Customer Service Division, 972-744-4120.