



City of Richardson
 Water Customer Service
 PO Box 831907 Richardson, TX 75083-1907
 Ph (972) 744-4120 Fax (972) 744-5808
 e-mail: customer.service@cor.gov
www.cor.net/waterservice

AUTHORIZATION FOR AUTOMATIC BILL PAY

Current Account Information (please print)

Customer Name	<input type="text"/>	Account #	<input type="text"/>
Service Address	<input type="text"/>	Email	<input type="text"/>

Financial Institution

Name of Bank	<input type="text"/>	Name on Account	<input type="text"/>
City	<input type="text"/>	Name on Account	<input type="text"/>
State	<input type="text"/>		

Telephone Number(s) Authorized

Residence	<input type="text"/>	Work/Cell	<input type="text"/>
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Account

Type of Account Checking Account Savings Account

Routing & Transit # <small>(from check not a deposit slip)</small>	<input type="text"/>	Account #	<input type="text"/>
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Sample Check:



The routing & transit # is 9 digits surrounded by @
 The account # is usually 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	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		

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.