

City of Asheboro
Bank Draft Application Disclosure

THE CITY COUNCIL HAS AUTHORIZED A CONVENIENT DRAFT PAYMENT OPTION IN WHICH CUSTOMERS ON DRAFT HAVE THE OPTION TO CHOOSE ONE OF 4 DRAFT DATES AND AVOID LATE FEES GOING FORWARD. THE DRAFT WILL NEED TO BE PRE-NOTED WHICH COULD TAKE ONE/TWO BILLING CYCLES. **PLEASE NOTE LATE FEES ARE APPLICABLE WHILE THE ACCOUNT IS GOING THRU THE PRE-NOTING PHASE. TO AVOID LATE FEES, CONTINUE TO PAY YOUR BILL AS USUAL.**

NEW DRAFTS: ONCE THE DRAFT INFORMATION IS IN SYSTEM, THERE WILL BE A NOTATION REFERENCING PAYMENT WILL BE PROCESSED BY DRAFT IN THE BODY OF THE BILLING NOTICE. PLEASE CALL OUR OFFICE WHEN YOU SEE THIS MESSAGE DISPLAYED ON YOUR INVOICE IF YOU HAVE ANY QUESTIONS. ONCE THE PRE-NOTING PHASE IS COMPLETE THEN YOUR ACCOUNT WILL DRAFT EACH MONTH ON DESIRED DRAFT DATE.

DRAFT CUSTOMERS WILL RECEIVE A MONTH END BILLING NOTICE. THE DRAFT WILL ONLY BE FOR THE AMOUNT DUE ON THE ACCOUNT AT THE TIME OF THE DRAFT. DRAFT FILES ARE SENT TO THE BANK FOR PROCESSING THE BUSINESS DAY PRIOR TO THE CHOSEN DRAFT DATE. ONCE A DRAFT FILE IS SENT TO THE BANK, THE DRAFT CANNOT BE CHANGED / STOPPED / CANCELLED.

CHANGING CURRENT DRAFT INFORMATION? ONCE THE NEW DRAFT INFORMATION HAS BEEN PUT INTO THE SYSTEM THE CURRENT DRAFT INFORMATION IS PURGED OUT OF THE SYSTEM. THEREFORE, IF THERE IS A BALANCE ON THE ACCOUNT AND THE CHANGE IS SUBMITTED PRIOR TO THE 15TH OF THE MONTH, THEN BALANCE MUST BE PAID BY THE **15TH OF THE MONTH BY 5 P.M.** FOR ANY CHANGES SUBMITTED AFTER THE 15TH OF THE MONTH THEN ANY BALANCE ON THE ACCOUNT MUST BE PAID AT TIME OF CHANGE OF NEW DRAFT INFORMATION. THE NEW DRAFT INFORMATION WILL NEED TO PRE-NOTE JUST AS THE INITIAL DRAFT INFORMATION DID (PLEASE SEE ABOVE INFORMATION REGARDING PRE-NOTING PHASE).

TO TAKE ADVANTAGE OF CONVENIENT PAYMENT OPTION, PLEASE COMPLETE AND RETURN THE APPLICATION AND A VOID CHECK OR STATEMENT FROM THE BANK DISCLOSING THE ACCOUNT NUMBER AND ROUTING AND TRANSIT NUMBER FROM THE ACCOUNT YOU WISH TO DRAFT TO THE BELOW ADDRESS.

CITY OF ASHEBORO BILLING & COLLECTION DEPARTMENT

PO BOX 2628

ASHEBORO NC 27204-2628

CUSTOMER SIGNATURE & DATE: _____

**City of Asheboro
Bank Draft Application**

CIRCLE ONE: NEW CHANGE

Customer's name: _____

Service Address: _____

Mailing address (if different from above): _____

Contact Phone number: (____) _____

Contact Email: _____

Name of Bank: _____

Bank Account Number: _____

CIRCLE: Date you wish to set up draft: 10th 15th 20th 25th

Signature: _____

Date signed: _____

Pre-noting Phase Disclosure

I have been provided a copy of this disclosure for my records. I understand the pre-noting disclosure and acknowledge all terms associated with it, including late fee structure.

Late Fee: Tier 1 \$10 assessed to all accounts not paid in the billing office by 5:00 pm on 15th day after billing.

Late Fee: Tier 2 \$20 assessed to all accounts not paid in the billing office by 5:00 pm on 25th day after billing.

Signature: _____ Your Pre-noting Month will be: _____

Continue to pay your bill by the 15th of the month until the detail noting payment by draft is showing on your invoice. Please notify us at least one week before your draft date when you change banks or wish to cancel your draft.

The below to be filled out by City Employee:

Customer Acc#: _____ Rt-Sq: _____

Completed by: _____ Date Completed: _____

New Account Customer Walk-in

Switched Accounts Other: _____

Pre-noted Date: _____

1st Draft Date: _____

Tracking Sheet: _____