City of Granite Shoals
Credit Card Authorization Form

The City of Granite Shoals is authorized to automatically charge my Credit Card listed below on the 8th of the month for each monthly utility bill. I understand that my Credit Card will be charged each month until such time as I notify the City of Granite Shoals Utility Department in writing to cancel this authorization.

_____ __ __ __ __ __ - __ __ __ - __ __

Address of Utility Service — Utility Account No.

Would you like to donate $3 per month for Emergency Services?

☐YES ☐NO

Signature — Date

Printed Name As It Appears on Credit Card

Email Address — Phone Number

☐Master Card ☐Visa

Type of Credit Card — CID# (see note)

Credit Card Mailing Address (if Different from Utility Service Address) — Zip Code

Card Number — Expiration Date

The CID# is typically a three-digit number located on the back of your credit card. Contact your Credit Card Company if unsure.

Your written authorization must be on file in order to automatically debit your Credit Card each month. Telephone credit card payments will only be accepted on a month by month basis.

Please note that you will continue to receive a monthly bill; however, "Paid by Draft" will appear on your bill.

As always, your information will be kept confidential.

NOTE: Each account requires a separate Authorization Form.

Return items are subject to a return fee & applicable late fees.

Our Payment Options Are As Easy As

1...2...3...4...5...

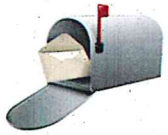
2221 N. Phillips Ranch Rd.
Granite Shoals, TX 78654
www.GraniteShoals.org

Telephone (830) 598-2424
Fax (830) 598-6538

SELECT ONE OF THESE PAYMENT OPTIONS...

1. **IN PERSON** – You may continue to make your payments at City Hall M-F, 8-5p by **cash, check, money order or credit card***. It is always a pleasure to see our customers in person. Or - from the convenience of your vehicle, place your payment in our drive-up payment **drop box** located at City Hall. Please do not leave cash in the drop box.

2. **BY MAIL** – You may mail your check or money order payment to the **ATTN: BILLING OFFICE** at the address located on the front of this brochure.



3. **TELEPHONE** - We will be happy to take your **credit card*** payment by telephone. We accept VISA or MasterCard.

4. **INTERNET** – No need to even leave your house or office. You may pay your bill by **credit card*** via the payment link on our website. It will require you to **register** and you will need the amount of your **last payment**.

5. **AUTOMATIC** - Tired of worrying about making your payment on-time? Let the City worry about it - Setup **FREE** AUTOMATIC payments with the City for **Bank Drafting** or to be charged to your **credit card***. Simply complete the appropriate **Authorization Form** and return it to the City....OR...You may choose the "bill pay" option of online banking offered by your bank. Contact your bank for instructions and possible fees on setting up a payment schedule. In order to avoid penalties, your bank should submit the correct payment amount so that it is received by the due date.

**Please note – All Credit card payments are subject to an additional fee EXCEPT those setup for automatic payment with the City.

City of Granite Shoals
Bank Draft Authorization Form

The City of Granite Shoals is authorized to automatically draft my bank account listed below on the 8th of the month for each monthly utility bill. I understand that my Credit Card will be charged each month until such time as I notify the City of Granite Shoals Utility Department in writing to cancel this authorization.

_____ __ __-__ __ __ __-__ __
Address of Utility Service — Utility Account No.

Would you like to donate $3 per month for Emergency Services?
☐YES ☐NO

_____
Signature — Date

_____
Email Address — Phone Number

_____
Name of Financial Institution — Branch

Financial Institution's Routing # __ __ __ __ __ __ __ __ __

Account Number _____

☐ Checking ☐ Savings

Please note that you will continue to receive a monthly bill; however, "Paid by Draft" will appear on your bill.

YOU MUST RETURN A VOIDED CHECK WITH THIS FORM.

As always, your information will be kept confidential.
NOTE: Each account requires a separate Authorization Form.

Return items are subject to a return fee & applicable late fees.