



City of Hammond

Utility Department
PO Box 2788
Hammond, LA 70404-2788
(985) 277-5615
www.hammond.org

The City of Hammond now offers Automatic Bank Draft of your monthly bill. Having your bill drafted is quick, easy and convenient and will free you of the hassles of writing a monthly check or visiting our office to make your payment.

The bank draft program works like this. A Pre-note will take place the month after initial sign-up. Actual draft activity starts 2nd month. Draft will occur 1-2 days prior the bill's due date. You will still receive your bill.

This is offered to our customers free of service charge.**

To enroll in the automatic bank draft program, simply complete the attached authorization card, attach a check marked void (for savings accounts, please enclose a deposit slip) and drop the card off at our office or mail it back to our office at: P.O. Box 2788, Hammond, LA 70404.

Note: If you have more than one account and wish to have drafts drawn on all accounts, please list all account numbers on the attached form.

**If sufficient funds are not in your account on the date your bank account is drafted, you will be subject to a returned check/draft fee.

Bank Draft Authorization Card

I (we) hereby give authority to The City of Hammond, to initiate drafts against my (our) account at the financial institution listed below. Until this authority is revoked in writing and received by the office at least 15 working days prior to a presentation of the draft, your financial institution is authorized to pay these drafts when so drawn and presented for payment and to charge same to my account.

Signature(s) Date

Please print the information requested below:

Customer Name (Last) (First) (Middle I)

Account Number (s) Please circle type of bank account:
Checking Savings

Service Address

Mailing Address (if different from service address)

Name of Financial Institution

Bank Account Number

REMEMBER TO INCLUDE A VOID CHECK (OR DEPOSIT SLIP FOR SAVINGS ACCOUNT) WITH THIS FORM

Be sure to:

- Sign the form
- Include a voided check if using your checking account
- Include a voided deposit slip if using your savings account