



City of Melissa

Public Works

PO Box 409
Melissa, TX 75454
Tel (972) 838-2035
Fax (972) 837-4394

AUTOMATIC BANK DRAFT SERVICE

Dear Customer:

The City of Melissa is excited to begin offering Automatic Bank Draft Service. Bank drafts are a convenient way for customers to pay their monthly utility bill but still maintain control over their accounts. Here's how it works.

1. You must give us written permission to draft your account by completing the attached authorization form and furnishing the required documents.
2. You will continue to receive your normal monthly utility bill.
3. Your account will be automatically drafted on approximately the 10th of each month for the amount due.
4. You may temporarily suspend or permanently cancel the automated draft at any time by notifying the office in writing before the 1st of the month.

The benefits are many:

1. Not forgetting to pay the utility bill – it will be paid automatically.
2. No late charges – the bill will be paid on time.
3. No check writing – your account will be automatically drafted each month.
4. No postage cost – you no longer have to mail your payment.
5. No loss of control – you will continue to receive your normal monthly bill.
6. No hassle – it's automatic!

You can enroll in this service at any time, however, any forms received after the 1st of the month will not be drafted until the next months due date.

If you have any further questions, please call 972-838-2035.

Mitzi McCabe
Utility Billing Supervisor