



270MontgomeryStreet
Woodburn, OR 97071

Bank Drafting automatically deducts your monthly water/sewer utility payment from your checking or savings account. It is a convenient service that saves you time and money.

How does Bank Drafting work?

By enrolling in Bank Drafting, customers authorize their checking or savings account to be debited for the payment of their monthly water/sewer bill balance due. Customers will continue to receive their bill.

Is there a cost to use Bank Drafting?

The City does not charge fees for participating in this program. Some banks charge a fee for electronic fund transfers. Please contact your bank for possible fees.

Who is eligible to participate in Bank Drafting?

Most water/sewer customers are eligible to participate. The water/sewer account must be paid in full before bank drafting can begin. There must not be dishonored payments within the last twelve months.

How do I enroll in Bank Drafting?

To enroll, pay your water/sewer utility balance in full, then submit the completed application and bank account information. For a checking account, provide a voided check. For a savings account, provide a voided deposit slip. A letter from your bank may be provided if you do not have checks.

How do I know when Bank Drafting is in effect?

Continue to pay as usual until you receive a bill that has the statement "Bank Draft – Do Not Pay" on it.

When will my bank account be debited?

Customers enrolled in Bank Drafting will have the balance due on their water/sewer account deducted from their bank account on the bill due date or next business day if the due date is a holiday.

What if a payment is rejected?

If your payment is dishonored by your bank, the payment will be reversed from your water/sewer account, fees added to the balance due, and your enrollment in bank drafting will be terminated. Your bank may also charge a fee.

What if my banking information changes?

To change your banking information, submit a new enrollment form and voided check or deposit slip at least 15 business days prior to the bill due date. The City is not responsible for losses due to inaccurate information or failure to provide timely notification of changes.

How do I stop Bank Drafting?

Contact the Finance Department in writing at least 15 business days prior to the bill due date to terminate enrollment.

Yes, I want to sign up for Bank Drafting from my
 Checking or Savings Account (check one).

Please enclose the following:

- 1. Completed application
- 2. Voided check for checking account,
Deposit slip for savings account

Printed Name (as it appears on your utility bill)

Service Address

Water/Sewer Account #

Phone number

Financial Institution Name

Bank Drafting Application & Agreement

I authorize the City of Woodburn to initiate deductions and the financial institution named below to transfer payment for and in the amount of the balance due on my water/sewer bill on the due date listed on the bill. I understand that both the City and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will notify the City of Woodburn Finance Dept. in writing at least 15 business days prior to the bill due date.

Printed Name (as it appear on your bank account)

Signature of Bank Account Holder Date
(Signature must match name on check/deposit slip)

Signature of Utility Account Holder Date
(if different than bank account holder)