



## GO GREEN! GO PAPERLESS!

The City of Red Oak allows you to go green! We now offer automated bill payments and paperless billing for your City of Red Oak Utility Bill. If you would like to enroll, simply complete the appropriate section(s) below.

### AUTOMATED PAYMENT AUTHORIZATION

I authorize the City of Red oak to deduct my payments from the account listed below. I understand that if at any time I decide to discontinue this payment service, I will notify the Utility Billing Department in writing 10 business day prior to the 15<sup>th</sup> of the month. Furthermore, I understand that NSF penalties will be assessed on any payments not honored by my financial institution.

Name (as shown on your bill) \_\_\_\_\_

Service Address \_\_\_\_\_

Utility Bill Account Number \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

ABA/Routing Number \_\_\_\_\_ (9 digits on the bottom of check)

Account Number \_\_\_\_\_ :  Checking Account :  Savings Account

If you would like to have the optional \$1.00 park donation to be drafted please initial here \_\_\_\_\_

### PLEASE ATTACH A VOIDED CHECK

Payments will be deducted from your account on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a holiday or weekend, the transaction will be made on the next business day. To cancel automated payments please provide a written request at least 10 days prior to the next due date.

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### ELECTRONIC MAILING AUTHORIZATION

Red Oak Residents have the option of receiving their utility bills electronically. Electronic bills will be emailed from [donotreply@redoaktx.org](mailto:donotreply@redoaktx.org). Please check your SPAM folder if you do not receive your statement or contact the Utility Billing Department. Bills will be emailed around the 26<sup>th</sup> of each month.

I authorize the City of Red Oak to email my monthly utility bill to the email address indicated below. I understand that I will no longer receive a paper bill through the US Postal Service. **I will notify the City of Red Oak in writing if I wish to receive a paper bill again or if my email address on file changes.** If the email address provided is invalid, I will automatically be switched back to paper statements. I also understand that I am responsible for any late fees that may be incurred due to the inability to deliver a bill due to an invalid email address.

Name (as shown on your bill) \_\_\_\_\_

Service Address \_\_\_\_\_

Utility Bill Account Number \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email Address (please print) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_