



**PUBLIC WORKS DEPARTMENT**  
1000 Municipal Drive, Brandon, MS 39042  
Phone: 601-824-4579  
Fax: 601-824-4582  
[www.brandonms.org](http://www.brandonms.org)

### BANK DRAFT INFORMATION FORM

Please choose one of the following:

- \_\_\_\_\_ Start New Bank Draft Service
- \_\_\_\_\_ Stop Current Bank Draft Service
- \_\_\_\_\_ Change Bank Draft Information from Old Bank Account to New Bank Account

Name: \_\_\_\_\_ Service Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

City of Brandon Utility Account Number: \_\_\_\_\_

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#### Start New Bank Draft Information

Name of Bank: \_\_\_\_\_

Bank Account #: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Requested Date to be Effective: \_\_\_\_\_ **\*\*\*Please provide a voided check or copy of check**

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#### Stop Current Bank Draft Information

Name of Bank: \_\_\_\_\_

Requested Date to be Effective: \_\_\_\_\_

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**New Bank Draft – I authorize the City of Brandon to draw bank drafts on my account each month for payment of my utility bill. Bank draft payments are drafted on the 20<sup>th</sup> of each month, unless noted otherwise on the bill; if the 20<sup>th</sup> falls on a holiday or a weekend, then bank drafts will be processed the next business day. New Bank Draft forms must be received by the 1<sup>st</sup> of the month in which draft is requested to begin in order for this action to take place.**

**Stop Bank Draft – I understand that a request to stop bank draft on my account must be received by the City of Brandon prior to the 20<sup>th</sup> of the month for this action to take place.**

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

**Office Use Only**

Date Received: \_\_\_\_\_

Date Entered in System: \_\_\_\_\_

Clerk: \_\_\_\_\_