

## **BANK DRAFT POLICY**

Customers wishing to be placed on automatic bank draft will need to come in to City Hall and fill out the proper paperwork and provide a voided check.

Bank draft is on the 12<sup>th</sup> of each month and will continue monthly until either the customer requests removal or until City Hall deems removal necessary due to issues mentioned below.

### Customer Removal:

- All removals per customer request must have a **30-day notice**

### Automatic Removals:

- An unusually high balance is discovered upon our review of the monthly usage report
- Two drafts have been returned due to non-sufficient funds