



City of Hale Center  
 P.O. Box 532  
 Hale Center, TX 79041-0532  
 Ph: (806) 839-2411 Fax 839-9970

Dear Customer,

Once your account has been assigned a customer number, you can view your billing history and make payments using a credit or debit card online. To access this feature, visit [www.cityofhalecenter.com](http://www.cityofhalecenter.com) and click on the "Utility Account Access Portal" button located on the page. From there, first time users will need to click "Enable Portal Access" and follow the instructions. There is no charge associated with accessing your account online; however, there is a \$3.00 convenience fee added to each credit/debit card transaction.

For another convenience payment option, we offer Bank Draft (ACH) payment services at no charge. To sign up for this service, sign and return the completed form below with a voided check.

If you have question, feel free to contact City Hall at (806) 839-2411.

X

(Cut on this line)

X

**BANK DRAFT AUTHORIZATION FORM**

**PLEASE  
 READ  
 CAREFULLY**

You are hereby authorized and requested, until otherwise instructed, to pay and charge to my/our account all bills for water, sewer, garbage, landfill, and mosquito spraying at the address and/or account number shown below, rendered against the undersigned by the City of Hale Center.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Water Account Number

\_\_\_\_\_  
 Customer Name (Print)

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

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Home Phone

\_\_\_\_\_  
 Office Phone

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

\_\_\_\_\_  
 Routing - Transit Number

\_\_\_\_\_  
 Bank Account Number

ACH may take up to 30 days to process. Continue paying your bill as normal until you receive a bill that states: "**DO NOT PAY - PAID BY ACH**". This indicates that the bill and all subsequent bills will be drafted from your checking account on the 4<sup>th</sup> of each month until you notify us to cancel.

A returned ACH will incur a return fee and repeated returns will result in cancelation of auto-draft services.

**SIGN AND RETURN TO: CITY OF HALE CENTER, P.O. BOX 532, HALE CENTER, TX 79041-0532**