



# KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,  
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

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*Kinston, the right place ... Kinston Public Services, the right choice.*

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## - BANK DRAFT AUTHORIZATION FORM -

24-hr Customer Service  
(252) 939-3282

I authorize the City of Kinston to draft the amount of my monthly utility bill from the checking account listed below. By completing and signing this form, I acknowledge the following:

1. My account will be drafted on or about the due date indicated on each monthly utility bill.
2. I have the right to stop the drafting of my account, at any time, by writing to *City of Kinston, attn: Business Office, PO Box 339, Kinston, NC 28502* or by calling (252)939-3282.
3. Due to internal processes to verify the information provided and initiate the automatic draft, it may take up to two utility billing cycles following completion of this form before the first draft occurs. It is my responsibility to continue to make payments via cash, check, or credit/debit card for all utility bills until such time.
4. If for some reason I am not eligible for bank draft, I will be notified by the City of Kinston.

Date of Application	
Name(s) on Utility Account	
Utility Account Number	
Daytime Telephone Number	
Customer's Signature	
Bank Name	
Bank Location	
Checking Account Number	
Name(s) on Checking Account	

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*(Attach a voided check from the account to be drafted)*

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