



**City of Leander Utilities**  
PO Box 317  
Leander, TX 78646-0317

Office Hours: 8 a.m. to 5 p.m., M-F  
Office: (512) 259-1142  
Email: [customer care@leandertx.gov](mailto:customer care@leandertx.gov)

**RECURRING PAYMENT AUTHORIZATION FORM**

**\*\* PHOTO IDENTIFICATION REQUIRED \*\***

UTILITY ACCOUNT # \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_ DATE \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Please choose the account from which you would like to make recurring payments below:**

CHECKING ACCOUNT  SAVINGS ACCOUNT

**\*\* A VOIDED CHECK IS REQUIRED FOR BANK DRAFT AUTHORIZATION \*\***

BANK NAME \_\_\_\_\_ BANK PHONE # \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_ BANK ROUTING # \_\_\_\_\_

I authorize the City of Leander to debit the account indicated above to pay my monthly utility bill. I understand that my bank account will be debited for the total amount due on the due date indicated on the bill. If the draft date falls on a weekend or holiday, the draft will occur on the prior business day. If the City of Leander erroneously debits funds from the above account, I authorize the City of Leander to initiate the necessary credit entries not to exceed the total amount for the entry in question.

**\*\* AUTOMATIC DRAFT AUTHORIZATION WILL GO INTO EFFECT IMMEDIATELY \*\***

This authorization will remain in effect until your written authorization has been received by the City of Leander to terminate automatic debit.

CUSTOMER SIGNATURE \_\_\_\_\_

**Residential discounts** — Customers who are disabled (e.g. SSI eligible, VA disability) or at least 65 years old can receive a 20% discount on monthly base charge for residential water and 10% discount on base sewer and garbage. Discounts only apply to metered water provided to a single living unit occupied by a disabled/senior person. Customers must provide valid proof of age or disability to City of Leander Utilities.

**Questions** — Contact us at (512) 259-1142 or [customer care@leandertx.gov](mailto:customer care@leandertx.gov).