

Guidelines for using our online forms for better Customer Service at the City of Newton:

#### Automatic Bank Draft Authorization Form

- The Automatic Bank Draft form can be used to add your City of Newton utilities account to an automatic bank draft. The form may be printed, completed and signed; but, it must also include a **voided** check in order to process on the account. THE CITY OF NEWTON CAN DRAFT FROM CHECKING ACCOUNTS ONLY.
- If a voided check is unavailable than the following information must be provided by your financial institution:
  - Deposit or Financial Institution Name
  - Bank Transit / ABA Number
  - Bank Account Number
- This form can be either:
  1. brought in person to either Customer Service, the Cashier or the Receptionist;
  2. via e-mail at [customerservice@newtonnc.gov](mailto:customerservice@newtonnc.gov) or
  3. mailed to the City of Newton, C/O Customer Service, P O Box 550, Newton NC 28658
- If you have any questions, please contact Customer Service via e-mail at [customerservice@newtonnc.gov](mailto:customerservice@newtonnc.gov) or at (828) 695-4301 during the hours of 8:00 am – 4:45 pm - Monday thru Friday.