

Automatic Bank Draft*

START

_____ New Auto-Draft - please attach a voided blank check. Indicate frequency and amount below.

CHANGE

_____ Use the bank account currently being drafted. Indicate frequency and amount below.

Monthly: Amount \$ _____ , Check one: ___ 1st **OR** ___ 15th

Semi-Monthly: Amount 1st \$ _____ ; **AND** 15th \$ _____

Quarterly: Amount \$ _____ *(will be drawn on the 1st of each quarter: Jan, Apr, Jul and Oct)*

***AUTO DRAFTS WILL CONTINUE “AS IS” UNTIL THE FINANCIAL OFFICE IS NOTIFIED TO CHANGE OR DISCONTINUE IN WRITING.**