

# Never Write Another Check?



## **AUTOMATIC PAYMENT OPTION**

Auto Pay is a simple way to have your utility bill automatically deducted from your checking account each month. There are many benefits to this payment option, including:

- There is no charge to sign up.
- Saves you time because there are fewer checks to write.
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town.
- Maintains good credit – your payment is always on time and there are no lost or misplaced payments.
- Saves postage.
- Easy to sign up for, easy to cancel.

To sign up for automatic payment, please fill out the form on the back side of this paper. Mail the application, **along with a voided check**, to Waupun Utilities, PO Box 431, Waupun, WI 53963. It takes approximately one week for the automatic payment process to go into effect.

Once you're signed up, you'll receive your billing statement at the usual time. Your billing statement will show the date the payment transfer will take place. Payment will be withdrawn on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend, payment will be taken out the next business day.

**PLEASE SIGN UP TODAY AND JOIN OUR NEARLY 600 CUSTOMERS THAT ARE ALREADY ENJOYING OUR LOCAL, CONVENIENT AUTO PAY OPTION.**



**AUTHORIZATION FOR DIRECT PAYMENT**

I authorize **Waupun Utilities** and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify them in writing to cancel if in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying Waupun Utilities 5 days before my account is charged.

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Branch)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name - Please Print)

\_\_\_\_\_  
(Address - Please Print)

\_\_\_\_\_  
Utility Account Number

\_\_\_\_\_  
Checking Account Number

(Please supply a canceled check)

\_\_\_\_\_  
Financial Institution Routing Number

If you have any questions or need clarification, please do not hesitate to call our offices at 920-324-7920.

***Waupun Utilities offers this payment option as a convenience to its customers. Funds are withdrawn on the 10th of every month. Funds are withdrawn on the following Monday if the 10th falls on a weekend.***

***Due to increased administrative efforts and expenses, your account will be taken off of this payment plan if funds are not available on the withdrawal date.***