

AN EASIER WAY TO PAY YOUR UTILITY BILL

Waterloo Utilities is offering an Automatic Utility Bill Payment Program. With the **FREE** electronic bill payment service, you can have your utility bill electronically paid from any bank, savings & loan or credit union checking account.

- * *No more checks to write*
- * *No postage to pay*
- * *No late payment charges*
- * *No trips to pay your bill in person*
- * *No fees for this service*
- * *No matter where you are, your bill will be paid*
- * *Easy to sign up, easy to cancel*

HOW DOES THIS WORK?

It's easy. Just complete the "Automatic Payment Plan Agreement" on the reverse side of this insert, sign it, attach a voided check, and return it to us. We will continue to send you a monthly utility bill. When you receive your bill, review it. If everything is in order, record the amount in your checkbook register. If you have a question about this bill, just call us at 478-2260. On the 28th of each month, your amount due will automatically be deducted from your checking account.

WHEN WILL THIS TAKE PLACE?

Once we receive your authorization, we will proceed with setting up your account. We must test the numbers through the banking system prior to doing the actual transaction. When you notice the message **** Pre-Authorized Payment – Do Not Pay **** below the "payment due box" on the upper right hand corner of the utility bill; that bill payment will be automatically deducted from your account on the 28th of the month.

WHAT IF I WANT TO STOP THE PLAN?

You can cancel the agreement at any time. Just give us a call.

To get started, fill out the AUTOMATIC PAYMENT PLAN AGREEMENT on the reverse side of this insert and return it with a voided check to:

Waterloo Utilities
575 Commercial Ave.
Waterloo, Wisconsin 53594

AUTOMATIC PAYMENT PLAN AGREEMENT

NAME - _____
(please print)

WATERLOO UTILITIES ACCOUNT # - _____

TELEPHONE # (H)- _____

TELEPHONE # (W) - _____

SERVICE ADDRESS - _____

NAME OF FINANCIAL INSTITUTION - _____

BANK ROUTING NUMBER - _____

CHECKING ACCOUNT # - _____

- **NOTE: Please attach a voided check to ensure accurate processing.**

I authorize **Waterloo Utilities** and the financial institution named above to initiate entries to my checking account for payment of my monthly utility bills. This authorization will remain in effect until I terminate it, allowing Waterloo Utilities a reasonable time to act on that termination.

I agree to keep a balance in the designated account to allow for the prompt debit of the utility payment. If I have two (2) returns for insufficient funds in a 12-month period, Waterloo Utilities has the right to remove me from the Automatic Payment Plan.

SIGNATURE - _____ DATE - _____

Please call our office if you have any questions about this application. We will be happy to assist you in completing this form.

Return this agreement along with a voided check to:

Waterloo Utilities
575 Commercial Ave.
Waterloo, Wisconsin 53594