

SAUK CENTRE PUBLIC UTILITIES COMMISSION

AUTOMATIC PAYMENT PLAN

HOW IT WORKS

With prior authorization on or around the 5th to the 9th of each month, the Sauk Centre Public Utilities will automatically debit your checking or savings account from any financial institution with the exact amount due on your utility bill. This can also be used on budget billing accounts. Payment will appear on your bank statement and you will continue to receive a monthly bill from the SCPUC indicating the bill has been paid. Simply deduct the amount from your checking or savings account.

FOLLOW THESE STEPS TO APPLY

1. Fill out the authorization form below
2. If your payment is to be deducted from a checking account, enclose a blank check. Write void across it, and do not sign it.
3. If your payment is to be deducted from a savings account, enclose a deposit slip that has your account number on it.

Please note: you will need to pay your current bill and this automatic withdrawal will begin with your next billing.

If interested in this **free service**, please complete the information below and drop off at the SCPUC office or mail to:

Sauk Centre Public Utilities Commission
101 Main Street So
Sauk Centre MN 56378

AUTOMATIC PAYMENT PLAN AUTHORIZATION

NAME: _____

ADDRESS: _____ SCPUC ACCOUNT #: _____

FINANCIAL INSTITUTION: _____ ROUTING #: _____

FINANCIAL INSTITUTION ADDRESS: _____

TYPE OF ACCOUNT TO DEBIT: _____ CHECKING _____ SAVINGS

CUSTOMER'S BANK ACCOUNT NUMBER: _____

DAYTIME PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

CANCELLATION DATE AND SIGNATURE _____