



Town of Menasha Utility District

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AUTHORIZATION FOR AUTOMATIC PAYMENT PLAN

We are pleased to offer you a new service – the Automatic Payment Plan. Now you can have your payment made automatically from your checking or savings account. You won't have to change your current financial institution to take advantage of this service.

The Automatic Payment Plan will help you in several ways:

- * it saves time – fewer checks to write
- * helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town
- * Your payment is always on time – it helps maintain good credit
- * it saves postage
- * it's easy to sign up for, easy to cancel
- * no late charges

Here's how the Automatic Payment Plan works:

You authorize payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on your due date. The amount paid will appear on your statement.

The authorization you give to charge your account will remain in effect until you notify us in writing to terminate the Automatic Payment Plan.

The Automatic Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete this authorization form and return it to us.

I authorize the Town of Menasha Utility District and the financial institution named below to initiate entries to my checking/savings account. This authorization will remain in effect until I notify you in writing to cancel it. Cancellation must afford the utility district a reasonable opportunity to act on it. I can stop payment of any entry by notifying the utility district 25 days before my account is charged.

**STAPLE VOIDED CHECK HERE
(REQUIRED)**

(NAME OF FINANCIAL INSTITUTION) (BRANCH)

(CITY) (STATE) (ZIP CODE)

(SIGNATURE) (DATE)

(NAME – PLEASE PRINT)

(ADDRESS – PLEASE PRINT)

(PHONE)

Account No. _____ Checking _____ or Savings _____

Finance Institution Routing Number _____ Customer ID Number _____
(Town use only)



RETAIN FOR YOUR RECORDS

On _____ I authorized the Town of Menasha Utility District to initiate
(Date)

electronic entries to my checking/savings account and have agreed to the terms listed on the authorization. I may revoke my authorization with the utility district any time by writing to the address above.