

# Automatic Payment

## An easy and secure way to pay.

Simplify the way you pay your energy bills by enrolling in **Automatic Payment**. Save time, money and postage by authorizing your financial institution to automatically pay your bill each month.

Before completing and mailing this form, please read and understand the following:

- Energy bills will continue to vary monthly depending on usage and prices.
- You'll receive the same, detailed monthly bill you get now, so you can review it before the amounts are deducted from your account.
- Your payments will begin with either the first or second bill you receive after you sign up for the plan.
- You'll know your next payment will be made automatically when you see "**Payment Transfer Date**" at the top of your bill.

Based on the above, I hereby authorize Wisconsin Public Service to initiate entries to my account at the institution named on the enclosed voided check, and authorize that institution to debit my account for those entries. This authorization will remain in effect until I terminate it, allowing reasonable time for WPS and my bank to act.

I have the right to stop payment on an individual entry or to have entries corrected by timely notification to my financial institution. WPS also has the right to cancel this agreement for insufficient payments to my account.

**Important:** A check marked "void" is needed so we can accurately deduct payments from your bank, credit union, or savings & loan account. It's that easy!



## Get Started

To take advantage of convenient **Automatic Payment**, complete, sign and mail the form below, along with a voided check, so we know which account to deduct payments from. If your payment is due at this time, also include it so your account stays current until **Automatic Payment** begins. Send to:

Wisconsin Public Service  
P.O. Box 19003  
Green Bay, WI 54307-9003

Complete, detach and return to Wisconsin Public Service.

## Your Automatic Payment Plan

Tell us how you want your plan set up, and we'll deduct payments when it's most convenient for you. Please print your name and account number exactly as they appear on your bill.

Customer's Name: .....

Account Number: .....

Service Address (gas and/or electric): .....

Mailing Address (if different than above): .....

City: ..... State: ..... Zip: .....

Phone Number: .....

Best Time To Call: .....

Choose ONE option below to indicate when you'd like payments deducted.

- |   |  |
|---|--|
| <input type="checkbox"/> On the due date                  | <input type="checkbox"/> On the ..... calendar day of each month |
| <input type="checkbox"/> 10 days after WPS mails the bill | <input type="checkbox"/> On the ..... business day of each month |
| <input type="checkbox"/> 15 days after WPS mails the bill |  |
| <input type="checkbox"/> 20 days after WPS mails the bill |  |

## Your Signature

I have read this document and wish to make the authorizations detailed on this form.

Signature .....

Date .....

## Payments From Savings Accounts

If you'd prefer payments be made from your savings account, follow these steps.

1. Verify with your financial institution that it will deduct payments from a savings account.
2. On a separate sheet of paper, please provide the following:
  - Name of your bank, credit union, or savings & loan
  - Routing number, provided by your bank
  - Savings account number
  - Your signature

Thank you for enrolling in **Automatic Payment**.

