

Attach voided check here.



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Litchfield, MN 55355
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AUTOMATIC BANK PAYMENT PLAN



Litchfield
Public Utilities

Automatic Bank Payment Plan (ABP)

The City of Litchfield Public Utilities offers an Automatic Bank Payment (ABP) plan to all of our customers regardless of where you do your banking.

HOW IT WORKS

- You will receive your monthly bill just as you have in the past. Your bill will be marked "*Do Not Pay Automatic Bank Payment*". It will show the monthly usage and the amount billed. This will give you an opportunity to review your billing before the auto bank transfer is made and to write the amount in your personal check register.
- The amount billed to you each month will automatically be deducted from your account on the 15th day of each month.
- Proof of payment will appear on your monthly bank statement.

ADVANTAGES OF THE ABP PLAN

- Convenience & Savings
 - Fewer checks to write & less postage
 - Save a monthly trip to drop off your utility payment.
- Peace of Mind -
 - No need to worry about making timely utility payments
 - Don't worry if you're on vacation or go south for the winter.

HOW TO APPLY/BEGIN THE AUTOMATIC BANK PLAN:

- Come to the Litchfield City Hall and sign an application giving authorization for the ABP
- OR**
- Fill out the form on this pamphlet and return it to us.

Include a voided check or savings slip which displays the account and routing numbers.

HOW TO CANCEL:

You may cancel this plan at any time, however, it will remain in effect until you notify us in writing of your intention to cancel.

AUTHORIZATION FOR AUTOMATIC BANK PAYMENT

Name _____

Address _____

Telephone # _____

Utility Account # _____

I hereby request and authorize the City of Litchfield to initiate entries for my monthly utility bill (electric, water, sewer & misc.) to be debited from my account described below:

Checking Savings

Account # _____

Name & Address of Financial Institution:

*Attach a voided check or savings slip to provide the financial institution's routing number.

I hereby authorize the City of Litchfield and the bank named above to initiate variable entries to my checking or savings account. This authority will remain in effect until I notify the City or the bank in writing to cancel it in such time as to afford the bank a reasonable opportunity to act on it. I can stop payment of any entry by notifying the City of Litchfield or my bank 3 days before my account is charged.

Signature _____

Date _____