

# AUTOMATIC PAYMENT PLAN FOR UTILITY ACCOUNTS

Authorization Agreement for Pre-Arranged Payments (Debits)

Company Name: DPUA/DP&L

I.D. Number 73-1234579

I (We) hereby authorize DPUA/DP&L to initiate charge entries to my (our) checking account indicated below and the bank/savings institution named below, hereinafter called bank, and to charge the same to such account.

## PLEASE PRINT

ACCOUNT HOLDER NAME: \_\_\_\_\_

CONSUMPTION ADDRESS: \_\_\_\_\_

BANK: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

CHECKING A/C# \_\_\_\_\_ (OR) SAVINGS A/C# \_\_\_\_\_

I (We) authorize the DPUA/DP&L, hereinafter called Company, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entry in error to my (our) account indicated below, and to debit and/or credit the same to such account. The authority is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such manner as to afford Company and Financial Institution below a reasonable opportunity to act on it.

## HOW THE DPUA PLAN WORKS

1. Your account **must have a zero balance** before bank draft request will be processed. If you are submitting your request by mail, please include a voided check with this form.
2. There will be a \$25.00 charge for any returned drafts.
3. After you have opened an account for the DPUA Bank Plan, until "Paid by Bank Draft" appears on your monthly utility bill, your payment should be made to DPUA. If you are on the levelized (budget) billing plan, your utility bill will not show this.
4. When you receive the first utility bill on which is printed "Paid by Bank Draft", you will know you are on the system. The charge shown will be entered into your banking or savings account ten (10) days prior to the due date shown on your monthly bill.
5. To cancel your bank draft, please allow 30 days to process the request.
6. Your final utility bill will not be paid by your bank draft. Please remit payment to DPUA.
7. If you have any questions about your bill, contact your DPUA business office at 252-0250 .

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

If you have any questions concerning your bill, contact your DPUA business office at 580-252-0250

To be completed by Duncan Public Utilities Authority

New Update

Account No. \_\_\_\_\_ Billing Cycle \_\_\_\_\_

Verified By: \_\_\_\_\_ Month to Start: \_\_\_\_\_