

Save Time and Money

Sign up for our Automatic Bill Payment Plan Today!

The Automatic Bill Payment Plan allows your payment to be deducted automatically from your checking or savings account

The Automatic Bill Payment Plan will help you:

- Save time-fewer checks to write and mail.
- Pay your bills in a convenient and timely manner-even if you are on vacation or out of town.
- Always pay on time. No late charges
- Save postage, many people spend close to \$100 a year on postage

Here's how Automatic Bill Payment works:

You authorize your monthly utility payment to be made from your checking or savings account. Then sit back and relax. Your bill will state "**PRE-AUTHORIZED-DO NOT PAY**". Your payment will be made automatically on the due date shown on your monthly statement.

You can be certain that your bill has been paid. The payment will appear on your banking statement as a transaction to Shawano MU It will also appear on the next billing statement you receive from us (**Any additional payments made that result in non-sufficient funds are no fault of the utility.**)

It's quick and easy:

Your Automatic Bill Payment Plan normally takes effect before your next billing cycle. Just look for notification on your billing statement.

The authority you give to charge your account will remain in effect until you notify us, in writing, 7 business days prior to the charge of your account to terminate the authorization. The Automatic Bill Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

All you need to do is:

- Mark the box in front of the account type to indicated where your payment will be deducted from your checking or savings account
- Fill in your name, financial institution name and location and today's date
- **Attach a voided check for verification of all financial institution information.**
- Be sure to sign!
- Completed forms and voided check can be dropped off at our office during business hours, emailed to support@cityofshawano.com or mailed to PO Box 436 Shawano, WI 54166

Please complete ALL the information below (please print) & attach a voided check:

I authorize Shawano Municipal Utilities to initiate electronic debit entries to my (select one):

Checking Account **Savings Account** for payment of my monthly utility bill.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S law. This authority will remain in effect until I have cancelled it in writing.

Date: _____ SMU Account #: _____

Name: _____ Phone # _____

Address: _____

Financial institution Name: _____ City: _____ State: _____

Financial Institution Account #: _____ Routing #: _____

Signature: _____

