



Two Rivers Customer Service  
P.O. Box 87  
Two Rivers, WI 54241-0087  
920-793-5523

Dear Utility Customer:

The Two Rivers Municipal Utility would like to remind our customers about the **Automatic Payment Plan** as an option to pay your utility bill. The **Automatic Payment Plan** allows your utility payment to be automatically deducted from your checking or savings account on the due date each month.

With the **Automatic Payment Plan** you can save on postage, envelopes, and gasoline. Your payment will always be on time so you should never receive a late payment charge. And best of all, there is no fee for this convenience.

Please fill out the enclosed **Automatic Payment Plan Agreement** form authorizing your bank or credit union to automatically deduct the amount of your municipal utility bill from your account each month. Return the form to the Two Rivers Customer Service Office. Please allow 30 days for set up of this billing service.

You will still receive a utility bill each month with the notation "**PRE-AUTHORIZED PAYMENT – DO NOT PAY**" on the front of the bill. You just deduct the amount due from your checking or savings account on the payment due date. Funds from your account will automatically transfer to the Utility on that date.

End your worry over paying your municipal utility bills on time. Sign up for our **Automatic Payment Plan** today. If you have any questions regarding this service, please contact the Customer Service Office at (920) 793-5523.

Two Rivers Municipal Utilities



Two Rivers Customer Service  
P.O. Box 87  
Two Rivers, WI 54241-0087  
920-793-5523

## AUTOMATIC PAYMENT PLAN AGREEMENT

### Please Print

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

**Funds will automatically be deducted from your Checking Account. Be sure to include a voided check to tell us from which bank account you want your payments deducted.**

**OR, if you prefer, funds can automatically be deducted from your Savings Account. Be sure to include a bank form with the bank routing number and the savings account number to tell us from which savings account you want your payments deducted.**

Based on the above, I hereby authorize the Two Rivers Customer Service Office 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 the Two Rivers Customer Service Office 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. **The Two Rivers Customer Service Office also has the right to cancel this Agreement in the event a bank account becomes NSF (non-sufficient funds). We will remove you from the Automatic Payment Plan for one year. If after one year you wish to reinstate the plan we will review your account.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**RETURN THIS AGREEMENT ALONG WITH A VOIDED CHECK OR SAVINGS ACCOUNT FORM TO:**

Two Rivers Customer Service  
P. O. Box 87  
Two Rivers, Wisconsin 54241-0087