

AUTOMATIC PAYMENT PLAN



Free up time for the important things in your life, with ACH.

When you sign up for the Steuben County REMC Automatic Payment Plan (ACH), your utility bill payment is debited automatically from your checking/savings account, or your credit card each month.

With no more checks to write or due dates to stay on top of, your time is freed up to concentrate on the important things in life!

What are the benefits? The ACH plan is the most convenient way to pay your monthly electric bill. It is a service that saves you time and money. With the ACH plan you can avoid writing checks, paying for postage, mail delays and late charges.

How do I enroll? Complete the authorization form on the back of this insert. **If using a checking account, please send a voided check with the form; if using a savings account, send a voided deposit slip; if using a credit card, please send only the signed form.** Send all required information to the address listed on the bottom of the form.

What if I change bank accounts or want to cancel my ACH? To change banks/bank account numbers, or to change credit cards, please call the office at 260-665-3563 and ask for the ACH department. It's as easy as a phone call to make any changes.

How soon will the ACH plan start? It will take one full billing cycle before the ACH plan takes effect for checking/savings accounts. For credit cards, it will take effect with your new due date. Banks take up to one full cycle to verify account information. Please continue to pay your bill manually until the message, "Bank Draft - DO NOT PAY" appears in the AMOUNT DUE section of your bill.

What if I have questions about my bill? Call the Steuben County REMC billing office if you have any questions or concerns, or visit our website at www.remcsteuben.com and send us an email.

Personal Information

MEMBER NAME

SERVICE ADDRESS

PHONE

ACCOUNT #

EMAIL ADDRESS

Banking Information

BANK NAME

CHECKING ACCOUNT

SAVINGS ACCOUNT

ACCOUNT #

ROUTING #

CREDIT CARD #

EXPIRATION DATE

VISA

MASTERCARD

DISCOVER

I hereby authorize Steuben County REMC to initiate debit entries to the account listed above for the sole purpose of paying my monthly electric bill with Steuben County REMC. I understand that I can discontinue my participation in this program by notifying REMC 30 days in advance in writing. Both the REMC and the financial institution may also terminate this agreement at any time. I understand the REMC reserves the right to limit participation in the ACH program to customers whose accounts are in good standing. I understand there may be additional charges should my bank not have the funds available to cover the amount of the draft. I hereby authorize my financial institution to honor all debits initiated through Steuben County REMC.

SIGNATURE

Automatic Payment Plan (ACH) Authorization Form

Please remember to include:

- Checking Account** - Voided Check
- Savings Account** - Deposit Ticket
- Credit Card** - just this form

PLEASE RETURN FORM TO:

Steuben County REMC
Attn: ACH Department
PO Box 359
Angola, IN 46703

FOR OFFICE USE ONLY

Cycle: _____ Bank: _____

CIS: _____ P: _____ D: _____