



AUTO-PAY APPLICATION

Instructions:

- 1) Please print and complete this form.
- 2) Attach a voided check. Not including a voided check will result in one month's delay.
- 3) Send to Cedarburg Light & Water.

<p><u>By Mail</u> Cedarburg Light & Water N30 W5926 Lincoln Blvd. P.O. Box 767 Cedarburg, WI 53012-0767</p>	<p><u>In Person</u> <i>Drive-up window or 24-hour drop box.</i> Cedarburg Light & Water N30 W5926 Lincoln Blvd.</p>	<p><u>By Fax</u> 262-375-7655</p>
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Name (as shown on CL&W bill) _____

Service Address _____, Cedarburg, WI

Cedarburg Light & Water Account Number(s):

Please make this effective with my bill due in _____ (month)

Select payment date*

- Schedule my payment on the regular due date near the end of each month.
- I choose to have my payment withdrawn on the 15th of each month.

*The regular due date falls at the end of each month, between the 26th and 29th depending on weekends and holidays. You may choose to have your payment made on the 15th of each month. If the 15th falls on a weekend or holiday, the payment will be withdrawn on the next available business day.

Signature _____ Date _____

- I authorize Cedarburg Light & Water Utility to withdraw my payment each month from the checking account shown below. I have enclosed a voided check from this checking account.
- I understand that I may discontinue this payment service at any time by notifying Cedarburg Light & Water at least four working days prior to the payment date of the utility bill I do not wish to have withdrawn.
- If at any time my banking information changes, I will notify Cedarburg Light & Water in writing with a new voided check at least four business days prior to the payment date.
- If I do not have sufficient funds in my account on the due date of a bill, I understand that the current fee on schedule at the utility for insufficient fund transactions will be added to my account.

Thank you for choosing this free payment option, we hope it works well for you. If at any time you have questions regarding this program, please give our office a call. Thanks!

**Thank you for your application.
You will be notified as to when your first payment will be automatically withdrawn.**

Tape or staple voided check here

How Cedarburg Light & Water's Auto-Pay Option works:

You submit your auto-pay application to Cedarburg Light & Water.

Within 5 working days of receiving your application, CL&W will have your account set up for auto-pay.

Quick, easy & free!
Sign up today!

CL&W will continue to provide a bill each month. Your bill will state that your payments will be automatically withdrawn.

On the due date of each month's bill, your payment will be automatically withdrawn from your checking (or savings) account.

To enroll, please complete and return the application and return it to our office.

Mail to PO Box 767, Cedarburg WI 53012
In person at N30 W5926 Lincoln Blvd, Cedarburg