



## City of Hartford

### Utility Bill Automatic Payment Plan

Automatic Payment Plan is a means by which your utility payment can be automatically deducted from your checking or savings account each month. The payment will automatically be applied to your utility account and all you need to do is deduct the amount from your account balance each month on the due date.

- ⇒ No more checks to write
- ⇒ No postage to pay
- ⇒ No late payment charges
- ⇒ No trips to pay your utility bills in person
- ⇒ No fees for this service
- ⇒ No matter where you are, your utility bill will be paid

To get started on the Automatic Payment Plan, simply complete the Automatic Payment Plan Agreement, sign it, and enclose a voided check if you choose to use a checking account. If you are having your payment deducted from your savings account, on a separate piece of paper provide the name of your banking institution, your bank ABA number (obtain from your bank) and the savings account number you want to use.

Once your authorization form is received, we will proceed with setting up your account. A test run must be performed through the banking system prior to doing the actual transaction. When you notice that your utility bill says "bank pymt" next to the total amount due that bill payment will be automatically deducted from your account on the due date which is on or about the 20<sup>th</sup> of each month.

Any changes that may apply such as a bank account number change, banking institution change, or decision to withdraw from the program must be done in writing allowing reasonable time for the City of Hartford Utility Billing Department and the financial institution to process the change request. The City of Hartford Utility Billing Department also has the right to cancel any customer agreement due to insufficient funds on the customer's part.

Please fill out the Automatic Payment Plan Agreement and return it to:

Hartford Utility Billing Department  
109 North Main Street  
Hartford, WI 53027

You may also return the filled out form to the billing office at 109 North Main Street between the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday or you may place it in the drop box located in the Police Department lobby.

CITY OF HARTFORD UTILITIES  
109 NORTH MAIN STREET  
HARTFORD, WI 53027  
PHONE 673-8212

**AUTOMATIC PAYMENT PLAN AGREEMENT**

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

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

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

Telephone Number: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Type of Account (check one):      \_\_\_\_\_ Checking      \_\_\_\_\_ Savings

Bank Routing Number: \_\_\_\_\_

Your Account Number: \_\_\_\_\_

Note: If the transaction will be from a checking account, you must attach a voided check to ensure accurate processing.

Based on the above, I hereby authorize Hartford Utilities and the financial institution named above to initiate entries to my checking/savings account for payment of my monthly utility bills. This authorization will remain in effect until I terminate it, allowing reasonable time for Hartford Utilities 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. Hartford Utilities also has the right to cancel this agreement for insufficient payments to my account.

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