



***Rice Lake Utilities***  
*Electric • Water • Wastewater*  
 320 West Coleman Street  
 Rice Lake, WI 54868  
 715-234-7004  
 Fax: 715-236-7934

Rice Lake Utilities is pleased to offer you a "Direct Payment Plan." Now you can have your payment made automatically from your checking or savings account, and you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways:

- It saves time – fewer checks to write
- Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out-of-town.
- No lost or misplaced statements, your payment is always on time – it helps maintain good credit
- It saves postage
- It's easy to sign-up for, easy to cancel
- No late charges

Staple Voided Check Here •

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear with your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least (10) ten days before payment date.

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

**AUTHORIZATION FOR DIRECT PAYMENT**

I authorize Rice Lake Utilities and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution (3) three days before my account is charged.

(NAME OF FINANCIAL INSTITUTION)	(BRANCH)
(CITY)	(STATE)
(SIGNATURE)	(DATE)
(NAME – PLEASE PRINT)	
(ADDRESS – PLEASE PRINT)	

Account No. \_\_\_\_\_ Checking \_\_\_\_\_ or Savings \_\_\_\_\_  
 Financial Institution Routing Number \_\_\_\_\_

Set-up     Pre-Note    **FOR OFFICE USE ONLY**    (between these symbols | :    | : on the bottom left of your check