



STURGEON BAY UTILITIES
 230 E VINE STREET
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 STURGEON BAY WI 54235
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 www.sbunet.com

AUTOMATIC PAYMENT PLAN

Our 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.

With the Automatic Payment Plan you can save on postage, gasoline, and time. Your payment will always be on time, so you will never receive a late payment charge. You can take advantage of this program at no cost to you.

To get started on the Automatic Payment Plan, simply fill out the form below authorizing your bank, credit union, or savings and loan to automatically deduct the amount of your Sturgeon Bay Utilities (SBU) bill from your account each month. Return the form, along with a voided check or appropriate savings account information, to the SBU office. Once processed, the deduction will be made on the due date printed on your bill.

AUTOMATIC PAYMENT PLAN AGREEMENT

Name _____

Service Address _____

Telephone Number (____) _____

Sturgeon Bay Utilities (SBU) Account Number _____

Deduct payment from (please check one): Checking _____ Savings _____

I hereby authorize SBU 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 SBU 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. SBU also has the right to cancel this agreement for insufficient funds in my account.

Signature _____ Date _____

*For a payment deducted from a savings account, on a separate piece of paper, provide the name of your banking institution, your bank ABA number and the savings account number from which the payment is to be deducted.

OFFICE HOURS: MONDAY – FRIDAY – 7:30 A.M. – 4:30 P.M.

ELECTRIC WATER WASTEWATER TREATMENT