

## Hutchinson Utilities Commission Automatic Payment Plan

Now you can pay your utility bill from your checking or savings account automatically—No checks to write, stamps to buy, or late payments. It's free, fast and completely hassle free!

### How do I sign up?

It's easy. Simply complete and return the attached authorization form, and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

### How soon will the Automatic Payment Plan Start?

It will start with your next bill. "Do Not Pay" appears in the Indicate Payment Enclosed box on the top of your bill. This means your account will automatically be debited. Your payment will be subtracted from your bank account on the due date on the statement.

### If I don't sign up now, will I be able to enroll later?

Yes. Simply call us at 320-587-4746, and we will send you an authorization form. You can also find the form online at [www.hutchinsonutilities.com](http://www.hutchinsonutilities.com).

### How can I be sure my bill has been paid?

Your monthly bank statement will clearly reflect the automatic payment.

### What if I have a question about my bill?

Call the Hutchinson Utilities Customer Service Department at 320-587-4746.

### Is there a charge for this service?

No. Hutchinson Utilities does not charge you for automatic payments, and you enjoy the savings of no postage to mail your bills!

### What if I change banks or accounts?

Just call us at 320-587-4746. We'll send you a new authorization form to complete.

### What if I try the Automatic Payment Plan and don't like it?

You can cancel your authorization for automatic payment at any time by notifying us in writing or calling us at 320-587-4746. The cancellation will take effect with your next month bill.

### Please do not submit this form electronically.

### Where should I send this form?

Hutchinson Utilities Commission  
225 Michigan St SE  
Hutchinson MN 55350

Business Office: 320-587-4746

## Automatic Payment Plan Authorization Form

Please enroll me in Hutchinson Utilities automatic payment program. I authorize Hutchinson Utilities to collect payment for my gas and electric bill by initiating debit entries (deductions) to the bank account shown below.

I understand that this authorization will continue in force unless discontinued by my written request.

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

HUC Account Number (Not your bank account)

\_\_\_\_\_  
Account #

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

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

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

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Checking

Savings

Please attach a voided check (for checking account) or a deposit slip (for savings account)

**PLEASE DO NOT SUBMIT THIS FORM  
ELECTRONICALLY.**