

**PORTAGE UTILITIES**  
**115 W PLEASANT ST**  
**PORTAGE WI 53901**  
**Phone: 608/742-4727 Fax: 608/742-0448**

**AUTOMATIC BILL PAYMENT PLAN**

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**EXPLANATION:** When you enroll in automatic payment withdrawal, your monthly bills are paid just like you had sent us a check, without the trouble of writing one or using a stamp.

You will still receive your monthly bill in the mail for your review. Then, on the 20<sup>th</sup> of the month, the funds from your financial institution will be transferred to the Utility to cover this bill. You are responsible for ensuring the necessary funds are available at the time the preauthorized payment occurs.

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**AUTHORIZATION:**

I (we) hereby authorize City of Portage to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicated below and the depository named below, to debit and/or credit the same to such account.

This preauthorized payment plan is to remain in full force until the City of Portage Utilities has received a 30 day written notice from me (or us) of its termination and in such manner as to afford the City of Portage of Portage Utilities and depository a reasonable opportunity to act on it.

Automatic Bill Payment Enrollment Form (Please Print)

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Name on Portage Utilities Bill

Utilities Account Number

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Service Address

Phone Number

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Name of Financial Institution

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Name of Bank Account Holder

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List All Numbers from the Bottom of Your Check

Please check this box if you are currently on a Deferred Payment Plan

I authorize the financial institution named to charge my: \_\_\_\_ Checking Account \_\_\_\_ Savings Account

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Authorized Signature(s)

Date

\*\*Return completed form along with a **check marked "VOID"** to Portage Utilities\*\*

*Sign up for e-bills through PSN if you wish to receive electronic bills instead of paper bills each month!*