

*****LEITCHFIELD UTILITIES AUTOMATIC PAYMENT SERVICE*****

AUTO-PAY IS A FREE SERVICE THAT ALLOWS YOUR BANK TO AUTOMATICALLY PAY YOUR UTILITY BILL FOR YOU. EVERY ACCOUNT YOU HAVE WITH US CAN BE HANDLED BY AUTO-PAY.

AUTO-PAY PUTS AN END TO THOSE TRIPS TO OUR OFFICE TO LEAVE YOUR PAYMENT AND ELIMINATES THE PROBLEM OF MAKING PAYMENTS WHENEVER YOU'RE OUT OF TOWN.

YOU WILL CONTINUE RECEIVING YOUR MONTHLY STATEMENTS FROM LEITCHFIELD UTILITIES. THE AMOUNT OF THE BILL IS AUTOMATICALLY DEDUCTED FROM YOUR BANK ACCOUNT ON THE DUE DATE.

YOU CAN TERMINATE THE AUTOMATIC PAYMENT SERVICE BY NOTIFYING OUR OFFICE AT ANY TIME.

TO SIGN UP FOR THE AUTOMATIC PAYMENT SERVICE, FILL OUT THE FORM BELOW. ATTACH A VOIDED CHECK OR DEPOSIT TICKET AND MAIL TO THE ADDRESS SHOWN AT THE BOTTOM OF THE REQUEST FORM. IF YOU HAVE ANY QUESTIONS, CALL OUR OFFICE AT 259-4034, BETWEEN THE HOURS OF 7:30 A.M. – 4:30 P.M., MONDAY THRU FRIDAY.

NAME AS IT APPEARS ON UTILITY BILL _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

**LEITCHFIELD UTILITY ACCOUNT/S TO BE PAID THROUGH AUTO-PAY ARE AS FOLLOW:
(CALL CITY HALL IF YOU DO NOT KNOW YOUR ACCOUNT NUMBER/S)**

I HEREBY AUTHORIZE LEITCHFIELD UTILITIES TO DEBIT MY BANK ACCOUNT AT THE FOLLOWING BANK FOR PAYMENT OF MY UTILITY SERVICE.

BANK NAME _____

BANK ADDRESS _____

BANK ACCOUNT NUMBER _____

NAME/S AS IT APPEARS ON BANK ACCOUNT _____

I AGREE THAT IF ANY SUCH WITHDRAWAL IS DISHONORED, WHETHER WITH OR WITHOUT CAUSE, I WILL BECOME SUBJECT TO A PENALTY FOR LATE PAYMENT AND IF MORE THAN ONE OF MY WITHDRAWALS IS DISHONORED I WILL LOSE THE PRIVILEGE OF USING THE AUTO-PAY PAYMENT PLAN. I AGREE TO HAVE SUFFICIENT FUNDS AT THE BANK TO PAY MY UTILITY BILL/S ON THE DUE DATE/S AS STATED ON THE BILL/S.

SIGNATURE _____ **DATE** _____

COMPLETE THIS FORM, AND ATTACH A VOIDED CHECK OR DEPOSIT TICKET. YOU MAY SEND IT IN ALONG WITH YOUR UTILITY BILL PAYMENT, OR MAIL IT SEPARATELY TO LEITCHFIELD UTILITIES, PO BOX 398, LEITCHFIELD, KY 42755-0398.