



156 E 1<sup>st</sup> Street  
New Richmond, WI 54017  
(715) 246-4167  
[www.nrutilities.com](http://www.nrutilities.com)

## Save Money and Time!

**Save postage! Save checks! Save time!**  
**Maintains good credit – your payment is always on time!**

New Richmond Utilities gives you the option of having your utility payments automatically deducted from either your checking or savings account. This not only saves you money on checks and postage, but it assures that your bill will be paid on time. Whether you're at home or on vacation, you never have to worry about getting your payments in on time, we do it for you. *It's easy to sign up and it's **free!***

**Here is how the automatic payment plan works:**

Payments are withdrawn on the due date of your billing statement each month, the 28th.

If you have any questions about how this service works, please feel free to give us a call at (715) 246-4167. You will continue to receive your monthly bill with a notation on the stub, which states, "PRE-AUTHORIZED - DO NOT PAY."

Sign up today by returning the authorization form below. You can also include everything with your next payment. **Simply cut along the dotted line and return it to the utility office along with a voided check. IT'S THAT SIMPLE!**

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**CREDIT/DEBIT AUTHORIZATION FORM**

I authorize New Richmond Utilities to instruct my financial institution to make my **AUTO PAY** payment from the bank listed on my voided check, and to initiate adjustments (if necessary) for any transactions credited/debited in error. I can revoke this authorization at any time by notifying New Richmond Utilities in writing in such time to afford New Richmond Utilities and the bank reasonable opportunity to act on it. I further agree to give thirty (30) days written notice to New Richmond Utilities of any changes in financial institution.

Today's Date: \_\_\_\_\_ Utility Account number \_\_\_\_\_ - \_\_\_\_\_

Customer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Customer Name (please print): \_\_\_\_\_

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

*(Note: authorized signature must match the name on the bank account.)*

***ATTACH VOIDED CHECK***