

**KETCHIKAN PUBLIC UTILITIES
ELECTRIC / TELEPHONE ACCOUNT AUTOPAY
AUTHORIZATION**

I authorize KPU to instruct my financial institution to make my electric/telephone bill payment each month from the bank account listed below. If at any time I decide to discontinue this AutoPay plan, I will notify KPU at least three business days before the next utility payment is due. I understand this authorization supercedes any Autopay programs I previously signed up for.

Date: _____

PLEASE NOTE: Due to processing time requirements, any charges currently outstanding and charges posted on your next billing **will not** be paid by an ACH transfer.

Customer Name: _____ Daytime Phone: _____
(As shown on bill)

Service Address: _____

Billing Address: _____
(If different from service address)

Financial Institution: _____ Bank Acct #: _____
(Name of Bank)

Checking Acct #: _____

Enclose a voided check

Saving Acct #: _____

Enclose a savings deposit slip

Signature: _____ Printed Name: _____

Please list below the billing name and account number as shown on your monthly billing statements for all electric/telephone accounts that you wish to include in the AutoPay program. We will only process accounts listed below.

Billing Name: _____ Billing Name: _____

Account Number: _____ Account Number: _____

Billing Name: _____ Billing Name: _____

Account Number: _____ Account Number: _____

Billing Name: _____ Billing Name: _____

Account Number: _____ Account Number: _____

RETURN WITH YOUR ELECTRIC/TELEPHONE PAYMENT

What is AutoPay ?

AutoPay is a program which allows your electric/telephone bill to be automatically paid directly from your checking or savings account each month.

What are the benefits of AutoPay ?

This offers our customers a convenient method of making time sensitive payments without writing a check or stopping by our office. Even if you're out of town, your accounts will be automatically paid.

Will I still receive a utility bill ?

You will still continue to receive monthly itemized billing statements indicating the amount that the AutoPay will withdraw from the account of your choosing.

Is AutoPay safe and reliable ?

AutoPay is a safe, reliable way to pay your electric/telephone bills. When you sign-up for the AutoPay plan, you are giving KPU permission to withdraw the amount of your electric/telephone bill from the bank and the account you choose. The withdrawals are done by your financial institution. Your monthly bank statement will inform you of the withdrawal each month.

What happens if my banking information changes ?

Please contact KPU in writing of a change in banking information including the date the change is effective. A voided check is required for your new account.

TERMS OF AGREEMENT

The plan is to remain in effect until KPU receives written cancellation from the customer or until otherwise terminated, modified, amended, added to or changed by KPU.

The customer has the right to stop an AutoPay payment by notifying KPU at least three (3) business days before the next payment due date. If no notification occurs, the customer is responsible for any late or unpaid balances.

The customer is responsible for notifying KPU of any errors within 30 days of the AutoPay payment. KPU is not responsible for errors discovered after 30 days.

KPU reserves the right to remove a customer from this AutoPay plan if the automatic transaction is not honored by the financial institution. There is a 12 month waiting period of on time payments before this automatic payment option will be reinstated. The customer will be charged a late payment penalty, if applicable.

You may become an AutoPay participant simply by filling out the payment authorization form on the reverse side of this form. You will need to list all of the electric/telephone accounts that you would like to include in the AutoPay program and enclose a voided check or saving deposit slip and return to KPU Customer Service, located at 2417 Tongass Ave Ste 119D; Ketchikan, AK 99901. Please call our Customer Service Division at 907-228-5474 or toll free 888-478-5474 for further information.