



Larry Grant, Director

Dear Customers:

We currently offer a service that allows you to pay your monthly utility bill electronically from your checking account each month. Once you have completed the necessary form, the amount for your utility bill is automatically deducted from your account around the 11th of each month. A bill will still be sent to you each month showing the amount that will be deducted, so that you will know exactly how much will be withdrawn from your checking account. The message board on the right hand side of the bill will state “**DO NOT PAY!**”

We have had a great success with the Autopay program for payment of the monthly bills. We do everything automatically for you **at no additional cost.**

In order to sign up for this service, please complete the enclosed application and return it to our office along with an actual voided check. Return these by 20th of the month and we can get your Autopay started before the deadline of this month.

Once you have signed up for the service, it will remain in effect until a written cancellation is received prior to the 20th of the month in which cancellation of the program is requested.

Please remember that if at any time there is a change at your bank, we will need to be notified by the 20th of the month in order to make the necessary changes.

If you have any questions, do not hesitate to call the office. We will be glad to assist you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Larry Grant", is positioned below the word "Sincerely,".

Larry Grant
Director, Hawthorne Utilities

Hawthorne Utilities- Mineral County is an equal opportunity employer

**ELECTRONIC FUNDS TRANSFER
MONTHLY UTILITY PAYMENT APPLICATION**

ACCOUNT HOLDERS NAME(S): _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ CELL: _____

OWNER'S E-MAIL ADDRESS: _____

SERVICE ADDRESS: _____

HAWTHORNE UTILITY ACCOUNT NUMBER: _____

EFT AUTHORIZATION

I authorize (your bank name) _____
Pay for me and post to my account my utility payments for Hawthorne Utilities by electronic funds transfer. This remains in effect until it is cancelled by me in writing. I understand that I must submit written notice of my intended cancellation by the 20th of the month. I agree that if my electronic transfer is denied by my bank, I will no longer be able to use the electronic funds transfer method of payment.

**MANDATORY: PLEASE ATTACH AN ACTUAL VOIDED CHECK
NO COPIES OR DEPOSIT SLIPS CAN BE ACCEPTED**

(Attach voided check here)

Financial Institution Name _____ Branch _____

City _____ State _____ Zip _____

Bank Account Routing No. _____ Checking Account No. _____

Yes, I understand that utility payment will be handled automatically. Date: _____

Name _____
(Please Print)

Signature _____

utility payment will be taken from your checking account on the first working day after the 5th of each month. You will continue to receive a monthly statement indicating "Do Not Pay" in the amount due box.