



AUTOMATIC BILL PAYMENT

Take advantage of the **FREE AUTOMATIC BILL PAYMENT SERVICE** offered by Lake Mills Light & Water. You can have your bill electronically paid from any bank, savings & loan or credit union account. Sign up today to start enjoying these benefits:

**NO CHECKS TO WRITE
NO POSTAGE TO PAY
NO MORE LATE PAYMENT CHARGES
NO MATTER WHERE YOU ARE YOUR BILL WILL BE PAID**

You will continue to receive a monthly utility bill, however in place of the amount due it will say **“P.A.P. DO NOT PAY”** (P.A.P. meaning preauthorized payment). The due date that appears on your bill is the date the funds are withdrawn from your account. If this day falls on a weekend, the funds are withdrawn on the next business day.

Please note that final bills cannot be paid using autopay. Final bills can be paid using check or cash in-person or the drop boxes located at the front and back of the Municipal Building. You may also pay by mail. If you choose to pay by mail, please send check or money order only. Do not send cash. You can also pay online using the PSN (Payment Service Network) link or via phone at (877) 885-7968. Please include your account number when providing your payment and be sure to have it available before beginning an online or phone payment.

It's easy! All need is a **voided check** and the signed and completed **enrollment form**. Mail or drop off your completed documentation to:

**Lake Mills Light & Water
200D Water Street
Lake Mills, WI 53551-1632**

Terms of Agreement Lake Mills Light & Water Preauthorized Payment Option

Customers of Lake Mills Light & Water by signing the **Automatic Bill Payment Enrollment** form agree to the following **Terms of Agreement**.

I AUTHORIZE Lake Mills Light & Water to automatically debit the account which was provided on the enrollment form for payment of my monthly utility bill. I understand that this preauthorized payment will continue each month for the amount due to Lake Mills Light & Water. I may cancel the preauthorized payment plan at any time with thirty (30) days written notice to:

**Lake Mills Light & Water
200D Water Street
Lake Mills, WI 53551-1632**

I also understand that I am responsible for ensuring that the necessary funds are available at the time the preauthorized payment occurs. Please notify us immediately if at anytime you change your banking information. Be advised that there will be a \$20.00 fee assessed to your account for all payments that are unable to be processed due to non sufficient funds, account closed, etc. I understand that final bills cannot be paid using autopay.

KEEP ABOVE PAGE FOR YOUR RECORDS

RETURN THIS PAGE TO LAKE MILLS LIGHT & WATER

Automatic Bill Payment Enrollment Form

ALL INFORMATION IS REQUIRED TO PROCESS YOUR ENROLLMENT

PLEASE PRINT

Utility Account #:	
Name on Utility Account:	
Customer Service Address:	
Customer Phone #:	
Financial Institution Name:	
Financial Institution Address:	
Financial Institution Phone #:	
Name of Bank Account Holder:	
Bank Routing #:	
Bank Account #:	

I hereby authorize the financial institution named above to deduct funds from:

Checking Account Savings Account

AUTHORIZED SIGNATURE: _____ **DATE:** _____

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AUTHORIZED SIGNATURE: _____ **DATE:** _____