

## Moisten and Seal

### SIGN UP FOR DIRECT PAYMENT

**Please complete ALL sections, sign and return this form:**

I authorize the company(ies) indicated to instruct my banking/savings institution to make my payments from the account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the biller.

**(PLEASE PRINT)**

Name (as shown on bill) \_\_\_\_\_ Date \_\_\_\_\_

Service Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Phone \_\_\_\_\_ Zip Code \_\_\_\_\_

**Account Information: (Bank, Savings & Loan, Credit Union)**

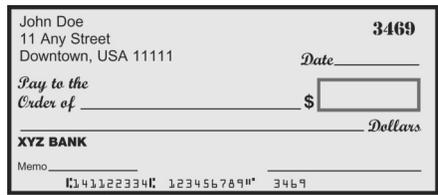
Enter the **Routing Number, Account Number and Financial Institution** name from your check or share draft. (See sample at right.)

Routing Number 

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Account Number: \_\_\_\_\_

Financial Institution: \_\_\_\_\_



↑ Routing Number      ↑ Account Number      ↑ (serial #)  
Do Not Include

**Biller Information: Participating billers are listed at the bottom of the page**

**PLEASE ALLOW 4-6 WEEKS**

**\*\*\* Biller #, biller name and account # are required to process this application \*\*\***

BILLER #	PRINT NAME OF BILLER	BILLER'S ACCOUNT #
123 (EXAMPLE)	ABC Company (EXAMPLE)	1-234-5678-9 (EXAMPLE)
_____	(CABLE) _____	_____
_____	(ELECTRIC) _____	_____
_____	(GAS) _____	_____
_____	(TELEPHONE) _____	_____
_____	(WATER) _____	_____

**You can also enroll through: [www.DirectPaymentPlan.com](http://www.DirectPaymentPlan.com)**

### Participating Billers In Your Area—Sign Up Today!

BILLER#	BILLER#
City of Chaska.....MN403	Plymouth Utilities (Wisconsin) .....WI405
City of Minneapolis.....MN407	We Energies (Michigan).....MI102
Evansville Water and Light.....WI403	We Energies (Wisconsin).....WI102
Kenosha Water Utility .....WI500	Wisconsin Rapids Water and Light.....WI402
Madison Gas and Electric .....WI101	Xcel Energy (Minnesota) .....MN225
Milwaukee Water Works .....WI401	Xcel Energy (Wisconsin).....WI225

**Fold, moisten, seal, affix a stamp, and mail**

**DO NOT ENCLOSE PAYMENT**

**Direct Payment is a safe, convenient, and confidential way to pay your recurring bills. It gives you greater control over your finances and provides the record keeping you need.**

**Enroll today and let Direct Payment simplify your life by taking the hassle out of paying your bills.**

### FREQUENTLY ASKED QUESTIONS

**Q. What is Direct Payment?**

A. Direct Payment is a safe, convenient, and confidential method of automatic bill payment.

**Q. How do I sign up?**

A. Complete all sections of the form on the back, sign and return. Or sign up online at [www.DirectPaymentPlan.com](http://www.DirectPaymentPlan.com).

**Q. How will my bill be paid?**

A. On the date shown on your bill, your biller(s) will inform your banking institution of the amount due. The bank will automatically pay that amount from your account.

**Q. When will this take effect?**

A. Please continue to pay your biller directly until notification is made on your bill, which will be approximately 4-6 weeks.

**Q. How will I know how much my bill is?**

A. Each biller will send you a copy of the bill at least 10 days before it is due and indicate when the amount will be paid.

**Q. What if I have a question about my bill or want to stop the Direct Payment plan?**

A. Simply call or write your biller(s). The contact information can be found on your bill.

**Q. How can I be sure my bill has been paid?**

A. The bills you authorize for Direct Payment will be clearly itemized on your bank's monthly account statement.

**Q. Is there a charge for this service?**

A. No. The biller(s) do not charge for Direct Payments.

**Q. If I've already signed up, must I complete the form again?**

A. No. But if you are changing banking information or adding biller(s) please complete the form and return.

**Q. Can I use a savings account?**

A. Yes. Obtain the Routing Number from your bank and the Account Number from your savings statement. Mark SAVINGS ACCOUNT beside your Account Number. You may incur bank service charges for excessive automated withdrawals.



**ELECTRIC**  
**GAS**  
**WATER**  
**CABLE TV**  
**PHONE**

**Direct Payment**  
Enroll Today!

**Use Direct Payment to Pay Your Bills Automatically**  
[DirectPaymentPlan.com](http://DirectPaymentPlan.com)



DIRECT PAYMENT PROGRAM MNWI  
CUSTOMER SERVICE DEPARTMENT  
PO BOX 359  
NOVELTY, OH 44072-0359

Postage  
Required  
Post Office will  
not deliver  
without proper  
postage.

