PRE-AUTHORIZED BILL PAYMENT
ENROLLMENT FORM

Sturgeon Bay Utilities offers a **pre-authorized bill payment service**. You can have your utility bill electronically paid from any bank, credit union, or financial institution account.

You will continue to receive your monthly bill so you can monitor your account. Your bill will state **"PRE-AUTHORIZED PAYMENT – DO NOT PAY"**. The due date that appears on your bill is the date the funds are withdrawn from your account.

To sign up for pre-authorized electronic bill payment service, please fill out and return the form below with a **voided check or a letter from your bank** to 230 E. Vine Street, PO Box 27, Sturgeon Bay, WI 54235-0027. If submitted after the 25th of the month, please enclose your payment for the current bill. If you have any questions, please contact us at 920-746-2820.

I understand that if the utility receives my form by the 25th of the month, the bill payment service will begin for the current billing cycle. If I wish to start the service the next month, it is my responsibility to call the utility. I also understand that I am responsible for notifying the utility of bank changes by the 25th of the month and ensuring that the necessary funds are available at the time the pre-authorized payment occurs (due date on bill).

This authorization will remain in full force and effect until Sturgeon Bay Utilities has received written notification from me of its termination in such time and in such manner as to afford Sturgeon Bay Utilities and my financial institution a reasonable opportunity to act on it. Sturgeon Bay Utilities has the right to cancel this agreement for insufficient payments from my account.

Name on Bill _____

Account Number on Bill _____

Service Address _____

Phone _____ Email _____

Name of Financial Institution _____

Select Type of Account (Required): ◯ Checking ◯ Savings

Routing Number _____ Account Number _____

I hereby authorize Sturgeon Bay Utilities to initiate entries to my checking or savings account as indicated at the financial institution name above.

Authorized Signature _____ Date: _____

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At Sturgeon Bay Utilities, we join forces with other local, not-for-profit utilities through WPPI Energy to share resources and lower costs.