

*Electronic Funds Transfer  
Authorization Form*

# Daviess-Martin County REMC

Phone: (812) 295-4200 or 1-800-762-7362

As a duly authorized check signer on the financial institution account identified below, I authorize Daviess-Martin County REMC, to draw monthly drafts on my bank account as listed below for the payment of my monthly electric bill. I understand that I can discontinue my participation by notifying Daviess-Martin County REMC in writing. I understand that Daviess-Martin County REMC reserves the right to limit participation to customer whose accounts are in good standing, and reserves the right to discontinue this agreement.

effect at the time, and that my utility account shall be considered unpaid on the due date and my be subject to termination of utility service if my account remains unpaid.  
For accounting purposes, all electronic debits will be reflected in the monthly bank statement that corresponds with the financial institution account identified below.

**I understand and authorize all of the above as evidence by my signature below.**

AUTHORIZING SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please, send a "VOIDED" check with this form or Bankcard information**

Furthermore, if any such electronic debit(s) should be returned by my financial institution as inactive, closed, or Non-Sufficient Funds (NSF), I authorize Daviess-Martin County REMC to collect a returned check fee as set forth in Daviess-Martin County REMC's non-recurring charges in

<b>Daviess-Martin County REMC Account Information</b>	<b>Financial Account Information</b> <i>(Enter financial institution account information or attach a VOID check)</i>
REMC Account Name:	Name of Financial Institution:
Street Address:	Transit/ABA #:
City, State, Zip code:	Bank Account #:
Phone:	Please specify: <b>VISA    MASTER CARD    DISCOVER</b>
All REMC Account Numbers:	<b>Credit Card Number:</b> _____
	<b>Expiration Date:</b> _____

Please update phone information if changed

John Doe 123 Street Anycity, ST 0000	Financial Institution 510 Money Street Anycity, St 00000	0001
Pay to the Order of _____	_____	Date _____
Memo _____	_____	\$ _____
XXXXXXXXXX	XXXXXXXXXX	

**1.) Routing Number - This is the 9-digit Transit/ABA Bank Routing Number**

**2.) This Account Number is usually to the right of the Routing Number. Some financial institutions add the check number between the Routing and Account numbers.**

**Complete this form and return it to: Daviess-Martin County REMC, P. O. Box 430, Loogootee, IN 47553**

*Daviess-Martin County REMC is an equal opportunity provider and employer.*

## **AUTOMATIC PAYMENT PLAN (APP) Q & A**

**Question** What is the Automatic Payment Plan (APP)?

**Answer** The Automatic Payment Plan is a method by which the REMC draws money from your bank account to pay your monthly electric bill. The payment is made automatically each month.

**Question** How will the Automatic Payment Plan work?

**Answer** Once you sign up for the APP you will receive your bill each month as usual. Included on the billing will be a statement, "**BANK DRAFT DO NOT PAY**". We will draft your account approximately 1-3 days prior to the due date of your bill.

**Question** Is there a charge for the APP?

**Answer** No, neither the REMC nor your bank will charge you for this service.

**Question** When will my account be drafted each month?

**Answer** The automatic bank drafts will be processed on the 23<sup>rd</sup> of each month. If this date falls on a holiday or a weekend, the draft will occur the next business day.

**Question** Can I cancel the APP whenever I want?

**Answer** You can cancel the APP at any time with written notice to the REMC.

**Question** How will this affect the Budget Billing Program?

**Answer** If your account is set up on the Variable Budget Program, your bill will appear as it has in the past. The only change is that the payment will be drafted each month automatically for you. If you are not currently on the Variable Budget Program, you can sign up at any time.

**Question** How do I sign up for the APP?

**Answer** If you are interested in the Automatic Payment Plan, you simply need to fill out the Authorization Form. Include all the information asked for and be sure to attach a check marked "VOID" or a deposit slip from your bank account. Mail the form to the REMC and we will do the rest.

**Question** After I send in the Authorization Form, how long will it take before my payments are made?

**Answer** As soon as we receive your Authorization Form, we will put the information in your billing file. Once we have done this, we are required to do a pre-notification to your bank to double check the information for accuracy. Once the information has been verified, your bill will include the message "**BANK DRAFT DO NOT PAY**". We estimate that it will take one or two billings to complete the process.

**Question** Who do I call if I have more questions?

**Answer** Call the REMC office at 812-295-4200 or 800-762-7362 and ask for the billing department.