

**LAGRANGE COUNTY REGIONAL UTILITY DISTRICT  
P O BOX 270  
LAGRANGE, IN 46761  
260-499-6349**

RE: Direct Payment Option

To Whom It May Concern:

We are pleased to offer you a new service, the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account, and you won't have to change your present banking relationship to take advantage of this service.

**The Direct Payment Plan will help you in several ways:**

- \*It saves time-fewer checks to write and mail.
- \*Helps pay your bills in a convenient and timely manner-even if you're out of town.
- \*Your payment is always on time.
- \*It saves postage.
- \*It's easy to sign up for, easy to cancel.
- \*No late charges.

**Here's how the Direct Payment Plan Works:**

You authorize regularly scheduled payments to be made from your checking or savings account. These payments would be debited from your account on the 15<sup>th</sup> of the month, and proof of payment will appear on your statement as "LCRUD".

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

All you need to do is if you are interested is:

1. Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

**NOTE: Be sure to sign the form!**

Thank you for your attention to this matter, and have a great day.

Sincerely,

Heidi M Sisco  
Administrative Manager

**\*PLEASE PRINT**

I authorize LaGrange County Regional Utility District (LCRUD) to initiate electronic debit entries to my:

\_\_\_\_\_ Checking Account (or) \_\_\_\_\_ Savings Account

For payment of my sewer utility bill.

I acknowledge that the origination of ACH to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date: \_\_\_\_\_

LCRUD Account Name \_\_\_\_\_

LCRUD Account Number \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Account Number at Financial Institution: \_\_\_\_\_

Financial Institution Routing Number: \_\_\_\_\_

Financial Institution City and State: \_\_\_\_\_

Signature: \_\_\_\_\_