

**Background:**

With the AutoPay™ Bank Draft program from Decatur Utilities, payment for your utility bill is automatically withdrawn from your bank checking or savings account each month.

There's no worry about writing a check, making a trip to the lobby or having to round up an envelope or stamp!

Plus, your payment is made automatically on time every month so you never have to pay a late fee.

**FAQ:**

*How will I know how much will be coming out of my bank account each month? . . . and when it will be drafted?*

You will continue to receive a copy of your monthly utility bill. The bank will normally process the payment for the net amount due ON THE DUE DATE. If the due date falls on a Friday, the bank will process the payment on Monday. That means you will receive your bill approximately 10 to 12 days before the bank will be paying the bill.

*I have multiple DU accounts. Can I pay them all using bank draft?*

Yes. Simply list the DU accounts you wish to include with this authorization when you complete the application on the reverse side of this card.

*When will my first bank draft occur?*

It takes approximately four weeks for us to set up the authorization with your bank. So if your next due date is within three weeks of DU receiving your Bank Draft application, you should verify with Customer Service when the first draft will occur.

**How to apply:**

Simply fill out the information at right and return this form along with a voided check to Customer Service located at 1002 Central Parkway in Decatur, mail to DU, P.O. Box 2232, Decatur, AL 35609-2232, email to [csr@decaturutilities.com](mailto:csr@decaturutilities.com) or fax to 256-552-1416.

Attaching a void check ensures that we have your correct bank account information on file, including the appropriate routing number. Note: If you are setting up a savings account, please verify the routing number with your bank.

Make certain to fill out all fields and don't forget to print and sign your name as it appears on your bank account.

**AutoPay™ Bank Draft Application**

Name of Bank: \_\_\_\_\_

City/State: \_\_\_\_\_

Depositer's Name: \_\_\_\_\_  
(As shown on bank records. Please print.)

Routing Number: \_\_\_\_\_

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

( ) Checking ( ) Savings

*I hereby authorize my utility bills to be paid by my bank via draft.*

Signature: \_\_\_\_\_  
(Account Holder)

Date of Application: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Return form to Customer Service along with a voided check.

List any additional DU accounts you would like to have paid by this Bank Draft Agreement:

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

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

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

*Office Use Only:*

Entered \_\_\_\_\_ Scanned \_\_\_\_\_ NS Order \_\_\_\_\_ CSR \_\_\_\_\_

*Complete this form and return it to DU's Customer Service Department located at 1002 Central Parkway, Decatur, AL 35601, mail to DU, P.O. Box 2232, Decatur, AL 35609-2232, email to [csr@decaturutilities.com](mailto:csr@decaturutilities.com), or fax to 256-552-1416.*

