



## DIRECT DEBIT PAYMENT OF ELECTRIC BILL

I hereby authorize, Richmond Power & Light, to initiate debit entries from my account indicated below for recurring electric bills. I understand that if corrections in the debit amounts are necessary, it may involve an adjustment (credit or debit) to my account. This authority is to remain in full force and effect until written notification from me of its termination in such time and in such manner as to allow Richmond Power & Light reasonable time to act on it. I also agree to provide Richmond Power & Light at least 30 days notice before closing the active bank account being used for debit entries. If my account has insufficient funds and my bill is returned to Richmond Power & Light, I agree to also pay the \$20.00 service charge added to my electric bill.

Please Print:

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ WORK PHONE \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

Type of account to be drafted: Checking  Savings

The effective date is the due date of your bill. Your bill will continue to arrive as it does now, but the amount that's due, is taken out of your account on the due date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the appropriate voided item for the type of account to be drafted (voided check for checking account, deposit/withdrawal slip for savings account). \*A statement from your bank is acceptable in lieu of a voided item.

### **Mail the signed form and appropriate voided item to:**

Direct Payment, Richmond Power & Light, PO Box 908, Richmond, IN 47375-0908

Allow 10 days from the time RP&L receives the request for the automatic debit to be placed into effect. Remember to deduct the amount from your account every month.