

**Sign Up Form for FREE
Automatic Draft Program**

Customer Number: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____

Voided Check Enclosed? Yes

Citizens Gas Utility District must receive this form and voided check at least 15 days prior to your next bill date in order to draft your upcoming utility bill. Send this form with your current monthly payment, to be assured next months' bill will be drafted.

Citizens Gas Utility District
P.O. Box 320
Helenwood, TN 37755
(423) 569-4457
(423) 346-7256

Presorted
First Class Mail
U.S. Postage Paid
Permit 2
Helenwood, TN 37755
ADDRESS CORRECTION
REQUESTED

**Introducing
An Automatic
Draft Program
Available to
Citizens Gas
Utility District
Customers**

*Now you don't have to remind yourself
to pay your gas bill every month*

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Automatic Draft Program

A Convenient Way to Pay Your Utility Bill

Citizens Gas Utility District is pleased to offer a new convenient automatic draft program to our customers. This option is available to anyone who wishes to take advantage of this service. Your monthly payment is automatically paid by your bank account every month.

How the Program Works

- **Absolutely Free** There is no cost to sign up for the program and it will save you the cost of postage stamps and a trip to the post office.
- **Your Payment is Made on Time** The automatic draft program will provide you with the assurance your monthly payment is made on time. You don't have to wonder "Did I pay my bill this month."
- **Convenience in Making your Payment** You do have to take the time to make out a check and mail the payment each month.
- **Easy Reconciliation** We will continue to send you a gas bill as we always have. On your normal due date your bank account is deducted for that amount. The draft will be shown on your monthly bank statement.
- **Simple Enrollment** Simply sign the attached form and include a voided check of the account to be drafted.

How You Enroll

No More Remembering if You Paid

- Complete and Sign the attached form.
- Enclose a Voided Check of the Bank Account be drafted.
- Mail the form and voided check to Citizens Gas Utility District. We must receive these 15 days prior to your next bill date to be drafted
- Your next billing notice will reflect the automatic draft amount your bank will automatically pay.
- If you have a problem with your bill, simply notify us within the 15-day grace period and have that month's draft suspended. You may then pay your bill the same way you always have.

Preauthorization Form

I (we) hereby authorize Citizens Gas Utility District and Automated Payment Systems, Inc. acting on behalf of Citizens Gas Utility District to initiate debit entries to such account by funds transfer for payment of my monthly utility bill.

This authority is to remain in full effect until I notify Citizens Gas Utility District that I wish to end this agreement and Citizens Gas Utility District has had reasonable time to act on it: or until Citizens Gas Utility District has sent me 10 days written notice that they will end this agreement.

I understand that Citizens Gas Utility District will continue to send me a bill and that there will be a minimum of 15 days after the date of billing to notify Citizens Gas Utility District of any error on the bill.

I further understand that in the event my account has insufficient funds to cover the monthly payment amount drafted, or my monthly draft rejects due to account closed status, bank ownership changes or account changes, a \$25.00 fee will be assessed and debited from my account in addition to the monthly payment due. It is my duty to notify Citizens Gas Utility District 15 days prior to a scheduled debit of my changes made to my designated depository account, including but not limited to closed status, bank ownership changes and account changes.

I attest I am an authorized owner of the Depository Account listed below, and am exercising my powers as such.

Authorized Signature _____ Date _____

Depository Account to be Drafted _____

Please Attach A Voided Check