



316 Fillmore Street • PO Box 609 • Alexandria, MN 56308
Phone: 320-763-6501 • Fax: 320-762-1411 • www.alputilities.com

AUTOMATIC PAYMENT PLAN

Save time and money!

- Write fewer checks • Maintain your credit with on time payments
- Eliminates late fees • Save postage • Dependable, convenient and easy

Here is how it works: You authorize payments to be made from your checking account by submitting this form to ALP. **Your payments will be made automatically the last business day of each month.** Proof of your payment will be on your bank statement.

The authority you give to charge your account will remain in effect until you notify ALP in writing to terminate the authorization.

AUTHORIZATION FOR AUTOMATIC PAYMENT PLAN

I authorize Alexandria Light and Power and the financial institution named below to initiate variable entries to my checking/savings account. This authority will remain in effect until I notify ALP in writing to cancel it in such time as to afford ALP a reasonable opportunity to act on it. I can stop payment of any entry by notifying you three days before my account is charged. I can have the amount of an erroneous charge credited to my account.

PERSONAL INFORMATION:

Name – Please Print

Address – Please Print

City

State

Zip Code

ALP Customer Account Number

Phone Number

Email Address

BANK INFORMATION:

Name of Financial Institution

Address of Financial Institution Street

City

State

Zip Code

Checking Account Number

OR

Savings Account Number

Bank Routing Number (between the ■ symbols on the bottom left of your check)

Signature

Date

PLEASE ENCLOSE A VOIDED CHECK.

Signature

Date

RETAIN FOR YOUR RECORDS: On _____ I authorized the financial institution _____ to initiate electronic entries for payments to Alexandria Light and Power from my checking/savings account and agree to the terms listed on the authorization.