

# AUTOMATIC PAYMENT PLAN

Autopay takes the worry out of paying your bills. Simply enroll your account with a preferred payment source, and your bill will be paid on the 6<sup>th</sup> of each month automatically.

Instead of writing a check each month, your payment can be electronically transferred from your checking or savings account to Redwood Electric Cooperative on the **due date of the 6<sup>th</sup> of every month**. Proof of your payment will appear on your bank statement. For your records, you will continue to receive a monthly statement from the cooperative. Instead of an amount due on the stub, it will indicate that it is ACH DO NOT PAY. This arrangement will remain in effect until you terminate the authorization by contacting our office.

## How Do I Apply for the Automatic Payment Plan?

**Step 1.** Cut out the form below and fill in your name(s), address and Redwood Electric Cooperative account number exactly as they appear on your electric bill (new members might not have their account number at this time). If you wish to apply the Automatic Payment option to more than one account, please contact our billing department at 507-692-2214 or 888-251-5100.

**Step 2.** Fill out your financial institution's name and address on the lines provided.

**Step 3.** If your payment is to be deducted from a checking account, enclose a blank check. Write VOID across it. DO NOT SIGN IT. If your payment is to be deducted from a savings account, enclose a deposit slip that has your account information on it.

**Step 4.** Sign, date and return the form along with your voided check or deposit slip to the Cooperative. You can drop the form off in our office, mail it to our office or fax it.

**Step 5.** If you are required to submit meter readings, you will still need to do so. You can email them to [office@redwoodelectric.com](mailto:office@redwoodelectric.com) or you can call our office at 507-692-2214 or 888-251-5100.

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### Automatic Payment Plan Authorization (MAKE SURE YOU SEND YOUR VOIDED CHECK OR DEPOSIT SLIP!!)

Name: \_\_\_\_\_ REC Account Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

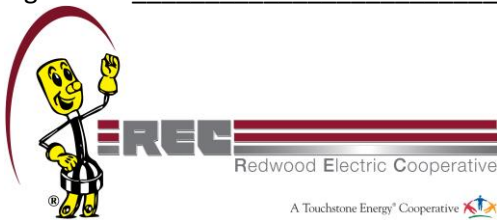
Address: \_\_\_\_\_

Financial Institution Name & Address: \_\_\_\_\_

Bank Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Withdraw my payment from:  checking  savings

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



Redwood Electric Cooperative  
60 Pine St. Clements, MN 56224  
Phone: 507-692-2214 or 888-251-5100  
Fax: 507-692-2211