

## Authorization Agreement (cont.)

Yes, my Hancock-Wood account balance is zero. (It must be zero in order to sign up.)

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

Name #1: \_\_\_\_\_

Name #2: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

HWE Acct. No.: \_\_\_\_\_

Name #1 signature: \_\_\_\_\_

Name #2 signature: \_\_\_\_\_

On a joint account, both parties must sign. Also, please attach a voided check.

Mail to:

**Hancock-Wood Electric Cooperative, Inc.**

1399 Business Park Drive South

P.O. Box 190

North Baltimore, OH 45872-0190

800-445-4840

419-257-3024 Fax

www.hwelectric.com

info@hwelectric.com (we check our e-mail regularly)



Hancock-Wood Electric Cooperative, Inc.  
1399 Business Park Drive South  
P.O. Box 190  
North Baltimore, OH 45872-0190  
www.hwelectric.com  
info@hwelectric.com (we check our e-mail regularly)



# Automatic Bill Payment

Pay your electric bill on  
time without writing  
a check every month



**Hancock-Wood Electric Cooperative, Inc.**

1399 Business Park Drive South

P.O. Box 190

North Baltimore, OH 45872-0190

800-445-4840

419-257-3024 Fax

www.hwelectric.com

info@hwelectric.com (we check our e-mail regularly)

**For service, not profit.**

# Automatic Bill Payment: Pay electric bills with automatic funds transfer

Hundreds of Hancock-Wood members pay their bills without ever writing a check. Using automatic bill payment, all a customer has to do is sign up. Each month the customer will receive a statement showing how much power was used and how much money will be transferred from the bank account to pay the bill. The customer will receive about 10 days notice prior to the transfer, in order to have adequate funds in the account and so there is time to call the office with questions.



Hancock-Wood will read the customer's meter and the customer's bill will be billed according to the amount of power used. Customers can also choose the budget billing plan, and the bill will be the same every month. For more information on budget billing, visit [www.hwelectric.com](http://www.hwelectric.com).

## How do I sign up?

Just fill out the request form, enclose a voided check and mail it to Hancock-Wood. Please be aware that your electric account must have a zero balance in order to sign up.

## How will I know how much my bill is?

Hancock-Wood will send a monthly billing statement showing the amount due and the date the payment will be deducted.

## What if I have bill questions?

Contact Hancock-Wood with any bill questions and not their financial institution.



## What if there isn't enough money in the account?

The statement of the amount to be deducted will be mailed 10-15 days prior to the date we transfer funds from the customer's account. This gives a person time to make a deposit. If there is not enough money in the account to cover the draft, it will be treated as a "bounced" check, and there will be a service charge.

## How will I know the bill has been paid?

The fund transfer will be itemized on the monthly checking account statement you receive from your financial institution. When you receive your statement, enter the amount to be transferred/date in your checkbook.

## Is there a charge for this service?

No. However, ask your financial institution if they have a charge. If they do, it is usually less than a paper check charge.

## How long does it take for the plan to take effect?

Depending on when you sign up, your account will be converted in 30-60 days. Your bill will say "payment automatically deducted on (date)" when the plan is in effect.



## Authorization Agreement

I (we) hereby authorize Hancock-Wood Electric Cooperative, Inc., to initiate debit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name: \_\_\_\_\_

Branch: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Transit/ABA#: \_\_\_\_\_

Acct #: \_\_\_\_\_

The authority is to remain in full force and effect until Hancock-Wood Electric Cooperative has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Hancock-Wood Electric and DEPOSITORY a reasonable opportunity to act on it. I (either of us) have the right to stop payment of a debit entry by notification to DEPOSITORY at such time as to afford DEPOSITORY a reasonable opportunity to act on it prior to charging the account. If there is an erroneous debit, the erroneous debit will be credited to the account by DEPOSITORY. If there are not enough funds in the account to cover the amount of the debit, there will be a "not sufficient funds" charge by Hancock-Wood Electric. Hancock-Wood Electric reserves the right to cancel this agreement at any time.

Please continue fill out form on back side.

(Turn Over)