



# Auto-Pay

Fast. Free. And Easy.



Need Customer Service?  
Call SUB at 541-746-8451.

Auto-Pay authorization  
remains in effect until  
canceled. To cancel, call  
SUB at 541-746-8451.





# Your Time is Valuable!

Forget the hassle of writing and mailing checks. Pay your bill each month by having funds transferred electronically from your checking or savings account. With this free service, you will continue to receive your monthly bill as your receipt. The amount due will withdraw on the due date printed on the statement.

Prefer a different date? Call SUB and we can provide the various withdrawal dates available for your account.

Just follow these simple steps to get started.

1. Make sure your SUB account is paid in full in order to initiate this program.

2. Complete and detach the Auto-Pay Authorization Form.

3. To pay from a checking account, attach a check with **“VOID”** written on it. To pay from your savings account, call SUB.

4. Mail them to SUB, P.O. Box 300, Springfield, OR 97477; or include them with your next payment. Allow two weeks for processing.

Once you’ve completed these steps, just sit back and save, save, save on checks, stamps, envelopes. And – most important – your time and effort. What could be easier?

## Auto-Pay Authorization Form

Fill out the following information as it appears on your bill:

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone Day Phone

\_\_\_\_\_  
SUB Account Number

I authorize SUB to initiate a deduction from my financial institution and authorize the transfer of payment to SUB in the amount showing as Amount Due on my monthly bill.

\_\_\_\_\_  
Signature of Checking/Savings Account Holder

Mail this form, along with **voided** check to SUB, P.O. Box 300, Springfield, OR 97477 — or enclose it with your current payment in the SUB-addressed envelope. To draw payments from your savings account, call SUB at 541-746-8451 for instructions. Do not attach a deposit slip. Allow two weeks for processing.