



# Sierra Electric Cooperative, Inc.

610 Hwy 195 • P.O. Box 290 • Elephant Butte, New Mexico 87935  
575-744-5231 • Fax: 575-744-5819  
www.sierraelectric.org

## Auto Payment Authorization Agreement

With Auto Payments, you no longer worry about due dates or late fees since your payment is automatically deducted from your account each due date. To set up automatic payment of your electric account(s) directly from your checking or savings account complete, sign and return this form to Sierra Electric Cooperative, Inc.

**Terms of Agreement:** Upon submission, this agreement is active and authorizes Sierra Electric Cooperative, Inc. to regularly schedule electronic withdrawals (ACH transactions) from your checking/savings account on a recurring basis in the amount of the total balance due on the payment due date.

This agreement and authority will remain in full force and effect until you notify Sierra Electric Cooperative, Inc. of your intent to cancel the agreement; such notification must be received at least three (3) business days prior to the payment due date.

You agree to notify Sierra Electric Cooperative, Inc. of any changes in your account information at least three (3) business days prior to the payment due date. This agreement will remain in effect with changes to account information if there has been no cancellation by either party. If cancellation has occurred, a new agreement will need to be submitted regardless if the account information is the same.

In the case of an ACH transaction on a checking or savings account being rejected for Non Sufficient Funds (NSF) you agree that Sierra Electric Cooperative, Inc. may at its discretion charge your electric account a processing charge under the applicable rate. All rates, fees and charges are on file with the New Mexico Public Regulation Commission. The terms of this agreement and applicable rates, fees and charges may be subject to change or modification; notification to members of changes or modifications are published in the *enchantment* magazine.

A return of the payment may cause the electric account to be considered delinquent and late penalty interest may be charged, in addition to subsequent delinquent action as applicable. It is the member's responsibility to monitor their payments due and accuracy of the auto payment account information.

Sierra Electric Cooperative, Inc. reserves the right to cancel or suspend the auto payment authorization agreement for any reason and agrees to notify you of action taken via contact information provided on your electric account.

### Please complete all fields below:

Member Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Mailing Address: \_\_\_\_\_  
Street City, State, Zip

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Electric Account Number(s) to be enrolled in Auto Pay: \_\_\_\_\_

Please check one:  Checking Account  Savings Account Please check one:  Personal  Business

Name(s) on account: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank City/State: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

I have read and understood the terms of this agreement. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify I am an authorized user of this bank account and will not dispute these scheduled recurring transactions with my bank, so long as the transactions correspond to the terms indicated in this authorization form.

Member/Authorized User Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Sierra Electric Use Only**  
Updated by: \_\_\_\_\_ Date: \_\_\_\_\_