



Automatic Debit Plan

Liberty's **Automatic Debit Plan (ADP)** allows you to have your natural gas bill deducted from your checking or savings account automatically. Forget about check writing, stamps, mailing and due dates!

See reverse for other important information.

How to get started:

By completing and returning your enrollment form below, along with a VOIDED check from your checking account or a statement from your bank including the bank's routing number and your account number, you will authorize Liberty to activate the Automatic Debit Plan. Four to six weeks from the date we receive your enrollment form, the plan will begin.

Please mail the completed, signed form and voided check to: Liberty, P.O. Box 270, Massena, NY 13662.

For questions or concerns, please contact us at (800) 454-2201, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Please PRINT all information.

I authorize Liberty to begin electronic deductions from my checking/savings (please circle one) account for payment of my regular Liberty bill. I understand that the ADP will begin in approximately four to six weeks.

Don't forget to include a blank VOIDED check or a statement from your bank including the bank's routing number and your account number. A deposit slip is not acceptable.

Name as it appears on your Liberty bill: _____

Liberty service address(es): _____

Your mailing address: _____

City: _____ State: _____ ZIP: _____

Daytime phone number: _____

List all Liberty gas account numbers to be on automatic debit:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

I will notify Liberty if I change banks, checking accounts and if I want to cancel or change this service.

Signature of bank account holder: _____

Date: _____

Questions and Answers:

Q: Can I wait and sign up later?

A: Yes. ADP is available anytime you want to start.

Q: What if I change my bank or bank account?

A: In either case, you would need to reapply and provide a new voided check from the new account.

Q: What happens if I move?

A: The entire amount of your final bill will be withdrawn on your next normal withdrawal date. If you are moving within our service territory, you must request that Automatic Debit be continued at your new address.

Q: Can I continue to pay an old bill through a Deferred Payment Plan and also sign up for the ADP?

A: No. Presently, you must have paid off your Deferred Payment Plan in order to sign up for ADP.

Q: What happens if my account “bounces” when a payment is withdrawn?

A: If your account has insufficient funds at withdrawal, you may receive a phone call from our Collections Department. If we cannot reach you, no funds will be collected on the account this month. An insufficient funds (NFS) charge of \$15.00 will apply for each unsuccessful attempt. The amount due will be carried forward to next month’s billing as a previous balance. It will be withdrawn, along with the current bill and any applicable NSF fees and late charges at the next scheduled withdrawal date. (Two occurrences of insufficient funds will result in your account being dropped from ADP participation.)