

Sign up for Autopay by completing and returning the bottom portion of this page, or login to My Account at [csu.org](http://csu.org) to enroll.

Note: Your sign-up form must include a voided check (checking account) or voided deposit slip (savings account).

### What is AutoPay?

AutoPay automatically pays your bill on its due date each month directly from your bank account.

### What are the benefits of AutoPay?

- It's free, safe and saves time!
- You never have to worry about a late payment.
- Save money on checks, postage and gas.

### How do I enroll in AutoPay online?

Signing up online is easy and secure. Simply login or, if you are new, register in My Account at [csu.org](http://csu.org). Once logged in, go to Enrollments and click Enroll under the AutoPay icon.

### Will I still receive a utilities bill?

Yes. You will still receive an itemized bill indicating the AutoPay withdrawal amount unless you're enrolled in eBilling. With eBilling, you receive an email notification when your bill is ready to view online in My Account.

### When will you begin to automatically withdraw my bill amount from my bank account?

AutoPay enrollment is complete when your bill displays "Automatic Bank Transfer is scheduled to occur on the due date." Until then, you should continue to make your payments as usual.

### Can I still make a manual payment while enrolled in AutoPay?

Yes. If you make a payment prior to your AutoPay amount being deducted, we will only withdraw the balance remaining as of two business day before your payment due date. If you do not want us to withdraw the remaining balance you will need to cancel AutoPay at least three days prior to your payment due date to stop the withdrawal.

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## AUTOPAY ENROLLMENT FORM

Withdraw from (choose one):

 **Checking**

- include a voided check

 **Savings**

- include a deposit slip

### Colorado Springs Utilities Account Information

\_\_\_\_\_  
Account holder (Last, First or Business Name)

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Colorado Springs Utilities account number

\_\_\_\_\_  
Service address

I authorize Colorado Springs Utilities to instruct my financial institution to make my utilities payments from the account listed above. If at any time I decide to discontinue this automated payment plan, I will notify Colorado Springs Utilities.

X \_\_\_\_\_  
Please sign

\_\_\_\_\_  
Date

Please complete and return via:  
email: [revmgmt@csu.org](mailto:revmgmt@csu.org)  
Fax: (719) 668-8154