



Automatic Bill Payment Authorization Form

Member Information

Name: _____

Daytime Phone: _____

I authorize JCE Co-op to automatically debit my credit/debit card or bank account each month for the purpose of paying my JCE Co-op service(s).

(Signature of card holder or bank account holder)

Checking or Savings Withdrawal

Account Holder: _____

Daytime Phone: _____

Name and Address of Institution: _____

Type of Account: ☐ Checking or ☐ Savings

Routing/Transit Number: _____

(First 9 digits in lower left-hand corner of check)

Account Number: _____

**or you may follow the below instructions to sign up online or over the phone for activated accounts only.*

Credit/Debit Card Withdrawal

To enroll in the credit card draft please use one of the two options below:

- 1) Visit www.jcecoop.com and log in to "MyAccount" to set up your draft in the Smart Hub Member Portal. Select the payments tab and choose either of the following options:

- a. **Pay by Draft** - automatically pulls the payment each month on your payment due date.*
- b. **Auto-Pay** - automatically pulls the payment each month on a date you select. If you get paid on the 15th of each month you can set up your draft to automatically pull on the 16th.*

Fill out the form as shown for the requested service and select submit.

- 2) Contact our office toll free at 1-800-858-5522 between the hours of 7:30 am and 4:30 pm Monday through Friday and a member care representative will be ready to help set up your draft over the telephone.

JCE Co-op Account Information

Check which JCE Co-op Service(s) you would like to enroll in auto-draft: ☐ Electric ☐ Gas ☐ Broadband ☐ All

or enter specific Account Number(s): _____

Service Address: _____

Return completed form to: JCE Co-op, 793 U.S. Route 20 West, PO Box 390, Elizabeth, IL 61028 or FAX: (815) 858-3731

* Please be advised your payment will pull at 12:05 a.m. on the due date via our automated system. Please ensure funds are available to avoid a declined payment. Be sure to pick a date that falls before your regular due date. Scheduling a payment date after your normal due date may result in a delinquent status for your account. For each check, electronic transaction or other remittance which is not honored because of insufficient funds or a closed account, you may be subject to addition fees.