



# Auto Pay Application for Business Customers

## In lieu of deposit

**Auto Pay** is a free service that makes paying your energy bill easier. It's a simple and convenient way to have your monthly energy payment automatically withdrawn from your checking account on the day it's due.

### Step 1: Complete all of the information below

Xcel Energy account name \_\_\_\_\_

Xcel Energy account number \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Financial institution \_\_\_\_\_

Financial institution address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Routing (ABA) number\* \_\_\_\_\_

\*The Routing (ABA) Number is a nine-digit number unique to your financial institution.

Account number \_\_\_\_\_

**Important:** Please attach a voided check or bank advice from the specified account to this application form.

### Step 2: Payment authorization

Customer authorizes Xcel Energy to initiate transfers from the Customer's account listed above for payment of amounts owing on the Customer's Xcel Energy account listed above. This authorization is to remain in full force and effect until Xcel Energy has received written notification from the Customer of its termination in such time and in such manner as to afford Xcel Energy and the financial institution identified above a reasonable opportunity to act on it. Xcel Energy reserves the right to cancel the Customer's use of this plan and will notify the Customer in writing of any such cancellation.

Authorized signature on account \_\_\_\_\_

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Today's date \_\_\_\_\_

Phone \_\_\_\_\_ Email\* \_\_\_\_\_

\*By providing your email address, you are granting Xcel Energy permission to send further emails regarding our programs and services.

### Step 3: Return form to Xcel Energy

Fax this completed, signed form with a voided check or bank advice to **612.573.9112**. If unable to fax, you can scan this completed form and your voided check or bank advice and email them to **DirectDebitAuthorization@xcelenergy.com**. Or you can mail your information to the following address, but mailing may delay the processing time: **Xcel Energy, Auto Pay for Business Customers, P.O. Box 59, Minneapolis, MN 55440-0059**.

**Important:** Please retain a copy of this application for your records. Allow two weeks for your account to be set up on Auto Pay. Continue to make payments until your bill statement shows automated bank payment.

**Important:** In lieu of making a deposit on your account, you must remain on **Auto Pay** for 12–24 months depending on state regulations (see table to the right). Deposit may be applied on early termination.

**Questions?** Contact our Business Solutions Center at **800.481.4700**.

State	Timeframe
CO	12–24 months
MI	12–18 months
MN	12 months
NM	12 months
ND	12 months
SD	12 months
TX	24 months
WI	24 months