

Authorization Agreement for Automatic Payments

Customer Information

Customer Name		Telephone Number
Address, City, State, Zip		Account Number
		Daytime Telephone

Automatic Funds Transfer from Checking or Savings Account

<p>I (we) hereby authorize Haviland Telephone, Co., hereinafter called COMPANY, to initiate debit entries for payment of my total monthly telephone/internet bill (amount to vary month to month), and the Bank named below, hereinafter called BANK, to debit same to such account on the 10th day of each month. (If the 10th falls on a weekend we will deduct the payment on the following business day.) This authority is to remain in full force and effect until COMPANY and BANK have received written notification from me (or either of us) of its termination in such time and in such a manner to afford COMPANY and BANK a reasonable opportunity to act on it.</p>		
Bank Name	Branch	
City, State, Zip		
Account Number	Bank Routing Number	
Account Type: Checking [<input type="checkbox"/>] Savings [<input type="checkbox"/>]	Please attach a voided check or deposit slip	

Signature

Date

Debit or Credit Cards

<p>Haviland Telephone also offers recurring payment by debit or credit cards. To keep your financial data secure, we adhere to the Payment Card Industry (PCI) Securities Standards and do not request or retain your credit card information in written form. Please call our office during business hours and we can set your payment up directly within our PCI compliant payment system on the 15th day of the month. (If the 15th falls on a weekend we will deduct the payment on the following business day.) <i>You may also set your credit/debit card recurring payment on any day you choose using our online, PCI compliant eBill system.</i> Please see instructions on using this system on the following page.</p>

Haviland Telephone

104 North Main, P. O. Box 308

Haviland, KS 67059

Fax: 620-862-5204

Phone: 800-339-8052

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding major holidays.

With eBill, you can:

- View your Statement
- Pay your Bill (check or Credit/Debit Card)
- Set up Automatic Recurring Payments – you choose day your payment is made
- View Payment History

You can access E-bill from our website (www.havilandtelco.com) by clicking the “My Bill” link at the top of the page.

First Time Users:

If logging on for the first time, you will be asked to register to setup your account profile. For first time users, click on “Click here to Register.” In order to proceed, you will need your Account Number and a Security Code. These numbers can be obtained on your monthly bill.

The Account Number is your 10 digit account number located on your monthly bill. This must be 10 digits, for example: Acct #12345 would be 0000012345.

The Security Code is the number **845** plus the last four digits of the primary number on your account. See the example to the right, highlighted in green. The Security Code for this account would be **8450529**.

Haviland Telephone Company	
<input type="checkbox"/>	FOR CHANGE OF ADDRESS: Please check here and complete form on reverse. Thank you.
Account Number:	0000012345
Bill Date:	April 01, 2018
Due Date:	BY THE 15TH
Telephone:	620555 0529

Complete the registration form and set up your username and password.

- The username must be between 6-16 alpha characters long.
- The password must be between 6-30 characters long, with upper, lower case, and contain at least one number.

Once the registration form is completed and successfully submitted, you will receive the “Registration Complete” form. To continue, click on the “Secure Sign In” box. An email confirmation will be sent to the address provided.

Logging In:

When you log in you will be brought to the Account Summary screen. This screen is essentially the “Hub” of the payment matrix. From here, you can verify personal information, change your email address, alter your password, manage payment accounts, view statements, and make a payment. You can manage your recurring payments from the “Manage Payment Accounts” tab.

To avoid late charges when setting up a recurring payment, choose a payment date that falls after the first and before the due date (the 15th). If the payment day falls on a holiday or weekend, the payment will be made on the next business day.