



## AUTOPAY ENROLLMENT

AutoPay allows Columbia Gas to automatically withdraw your total payment, including current charges plus any past due balance, from your checking or savings account each month. You'll still receive a monthly bill with your usage, payment amount and payment date, but we'll make sure the amount due is paid on time for you. Sign in to your online account at [ColumbiaGasMD.com](http://ColumbiaGasMD.com) to enroll today or complete the form below and return to Columbia Gas using one of the methods listed below.

Columbia Gas reserves the right to discontinue any program offer at any time without any prior notice. Forms that are not complete will not be processed.

I authorize Columbia Gas and the financial institution listed below to transfer (debit) money from the indicated checking or savings account for payment of my Columbia Gas bill each month. I will continue to pay my bill by check until I am notified that my AutoPay service has started. I have read and understand the AutoPay service agreement on the bottom of this form.

Customer Name

Your Columbia Gas Account Number

Mailing Address (Street, City, State, Zip)

Service Address (Street, City, State, Zip)

Primary Phone Number

Email Address

Financial Institution Name

Is This A Credit Union?

Yes

No

Financial Institution Address (Street, City, State, Zip)

Type of Account:

Checking Account

Savings Account

Routing Number

Checking/Savings Account Number

Authorized Signature

Date

To enroll without completing this form, sign in to your online account at [ColumbiaGasMD.com](http://ColumbiaGasMD.com) and enroll electronically. To enroll using this form, please complete the form and return by:

- Uploading the completed form to our website at [ColumbiaGasMD.com/Upload](http://ColumbiaGasMD.com/Upload) and select "AutoPay Application" from the dropdown menu
- Mailing the completed form to NiSource, 4580 Bridgeway Avenue, Suite A, Columbus, OH 43219

### PROVISIONS AND SERVICE AGREEMENT FOR THE COLUMBIA GAS AUTOPAY AUTOMATIC BILL PAYMENT SERVICE

**Payment Notice and Billing Questions** Your Columbia Gas bill will be mailed to you as usual. From that day, you'll have adequate time to plan for your automatic payment or contact us if there is any question about your bill.

**Stop Payments** In addition to questioning any statement, you may also stop any automatic payment by notifying your financial institution at least three business days prior to the payment date. However, when you stop payment, you are responsible for any charges this may involve. You should also advise us of any requested stop payment.

**Record of Payment** The amount and date of your automatic payment will be shown on your regular bank statement. This is your proof of payment. If there is a question about payment, or if the amount differs from your bill, you must notify us and your financial institution within 60 days of the date of the statement on which the error is first reflected to initiate an investigation.

**Availability of Funds** You are responsible for having enough money in the indicated account on the payment date. You will be charged if your payment is returned due to insufficient funds. Also, your electronic bill payment service may be cancelled if two payments are returned in a 12-month period.

**Payment Date** We will notify you prior to your first AutoPay payment. Appropriate funds will be transferred from your checking or savings account as you have designated on your application. If a payment is due on a weekend or holiday, your account will be debited on the next business day.

**Termination** This authorization will remain in effect until we receive written notice from you 30 days prior to the cancellation date or until your service has been terminated.

**Account/Address Change** Please notify us of any account or address changes to ensure timely payments. You are responsible for submitting a new application when an account or address changes occurs.

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