



202 N. East St. P.O. Box 67
Blue River, WI 53518
608-537-2461 608-537-2222 (fax)
www.rgtc.coop

Convenient Options for Paying Your Bill

Automatic withdrawal: To sign up for Automated Payments use one of the options listed below in the Automated Payments (ACH) box for automatic withdrawal on the 20th of each month from your checking, savings, debit card or credit card.

Online payment: The Richland-Grant Telephone website (www.rgtc.coop) allows access to “My Account.” From there, just register your information. You can view and pay your bill online using SmartHub. If you elect the option to go “paperless,” meaning we no longer mail you a paper bill, you will receive an email notification when the bill is available to be viewed. You can also make a one-time online payment without logging into your account using “Pay Now” from RGTC’s website. Choose “Pay Online” or “Pay My Bill Online” to access Pay Now.

Online bank payment service: Many banks offer bill payment services through their banking websites. You decide who, when, and how much you pay. Check with your bank for details.

Payment by telephone: Call 1-855-938-3504 for credit or debit card payments. Have your account number ready!

Payment drop-off at these locations: Royal Bank of Gays Mills, Peoples State Bank in Soldiers Grove, the Richland-Grant Telephone business office in Blue River.

Automated Payments (ACH)

Terms and Conditions: I hereby authorize automatic withdrawal from my financial institution for charges incurred as a result of my relationship with Richland-Grant Telephone Cooperative.

I understand that the transfer will occur on or about the 20th of each month or the next business day if the 20th falls on a weekend or holiday.

I may revoke this automated payment authorization at any time with 10 days notice to Richland-Grant Telephone Cooperative at the address above.

Options to sign up for Automated Payments (ACH):

Log into your **SmartHub** account. (Call the office if you need assistance accessing your account.)

- Choose **Auto Pay Program** from the **Billing & Payments** drop-down menu.
- Click **Sign Up For Auto Pay** and choose your new payment method (Card or Bank Account), accept the Auto Pay Terms and Conditions, and enter your payment information.

Call **1-855-938-3504** to sign up using our Pay by Phone option. Have your account number ready!

- **Press 3** to manage your recurring Credit Card payments.
- Follow the prompts to enter your account number and your credit/debit card information.

Automated Payments (ACH) can only be set up once your service has been activated.

If you need assistance signing up for Automated Payments (ACH), please call the office at 608-537-2461.



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ACH Automated Payment Authorization

I hereby authorize automatic withdrawal from my financial institution, as indicated below, for charges incurred as a result of my relationship with Richland-Grant Telephone Cooperative.

I understand that the transfer will occur on or about the 20th of each month or the next business day if the 20th falls on a weekend or holiday.

I may revoke this automated payment authorization at any time with 10 days notice to Richland-Grant Telephone Cooperative at the address above.

Select **ONE** option: ☐ **Checking account.** Attach a copy of your *voided, unsigned* check.

☐ **Savings account.** Include a letter from your financial institution verifying your savings account number and the routing number of the financial institution.

Financial Institution: _____

Routing #: _____ Account #: _____

(Nine digit number that appears at the bottom of your check)

Printed Name of Account Holder

Mailing Address

City, State, Zip Code

Billing Agreement # or Customer Account #

Contact Telephone Number

Signature

Date

Options to sign up for Automated Payments using a Debit or Credit card:

Log into your **SmartHub** account. (Call the office if you need assistance accessing your account.)

- Choose **Auto Pay Program** from the **Billing & Payments** drop-down menu.
- Click **Sign Up For Auto Pay** and choose your new payment method (Card or Bank Account), accept the Auto Pay Terms and Conditions, and enter your payment information.

Call **1-855-938-3504** to sign up using our Pay by Phone option. Have your account number ready!

- **Press 3** to manage your recurring Credit Card payments.
- Follow the prompts to enter your account number and your credit/debit card information.

Automated Payments can only be set up once your service has been activated.

If you need assistance signing up for Automated Payments, please call the office at 608-537-2461.