

*Save Time  
Save Worry  
with the City's  
Auto Pay Program*



***It's Easy***

*Auto Pay withdraws your monthly utility payment directly from your bank account on the 20th day of each month. You will still receive a monthly statement from the City, so you will know when and how much will be withdrawn.*



Phone: 952-873-5553  
Fax: 952-873-5509  
Email: [cityhall@ci.belleplaine.mn.us](mailto:cityhall@ci.belleplaine.mn.us)

Visit us at  
[belleplainemn.com](http://belleplainemn.com)

H/PAT/MISC/AUTOPAY



## **UTILITY BILL AUTO PAY**



*A New Easy  
Way to Pay Your  
Monthly Utility Bill*

City of Belle Plaine  
218 North Meridian Street/P.O. Box 129  
Belle Plaine, MN 56011  
952-873-5553  
fax 952-873-5509

# An Easy Way to Pay

Auto Pay is an easy way to pay your monthly utility bill.

## ~ No transaction fees ~

There are no transaction fees associated with Auto Pay for utility payments.

## ~ Safe and secure ~

The Auto Pay program is secure and your transaction information is protected.

## ~ No more writing checks ~

The Auto Pay program authorizes the City to deduct the funds from your checking or savings account. Save time by never having to write another check for your utility bill.

## ~ Save postage costs ~

The Auto Pay program eliminates the need for you to send your payment to the City.

## ~No late payments ~

Auto Pay will automatically deduct funds from your savings or checking on the 20th day of each month, so you never have to worry about being charged the late fee or penalty on your utility account.

## ~ Monthly Statements ~

You will receive a monthly statement showing you when and how much will be withdrawn from your account.

# How to Enroll

It is easy to enroll. Just complete the authorization form on the right and submit it to the City of Belle Plaine. City staff will do the rest.

## Authorization Forms

When you submit an Auto Pay authorization form to the City, funds will be deducted from your banking account for payment of your utility bill between four and eight weeks from the date of submittal. The pre-determined billing cycle requires this amount of lead time. Thereafter, funds will be deducted on or near the 20th day of each month. (If the 20th falls on a weekend or holiday, funds will be deducted on the next business day.) Your monthly statement will indicate your auto-pay enrollment and the amount to be deducted from your bank account.



# Sign up for Auto Pay

Fill in your name and address below. If you have more than one utility account with the City, list the additional accounts separately and submit with this form.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Service Address (if different than mailing address)  
\_\_\_\_\_

Phone \_\_\_\_\_

Yes, I want to enroll in Auto Pay. I authorize the City of Belle Plaine to pay my Auto Pay payment from the bank account listed below. I can revoke this authorization at any time by a written 30-day notice to the City of Belle Plaine. Please allow 30 days for account changes.

Your signature \_\_\_\_\_

Financial Institution \_\_\_\_\_

Your bank account # \_\_\_\_\_

checking (include voided check)

savings (include savings deposit slip)

Return this form to the City of Belle Plaine, 218 North Meridian Street, P O Box 129, Belle Plaine, MN 56011. Please remember to include voided check or savings deposit slip.

Allow up to four to eight weeks for processing of account. See detailed information in column to the left.