



Utility Direct Payment Plan and Authorization

Now you can pay your utility bill from you checking or savings account automatically.

**** No checks to write, no envelopes or stamps to buy. ****

**** It is free, fast and easy. ****

Q: How do I sign up?

A: Simply complete and return the attached authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Q: How soon will the automatic payment plan start?

A: The deduction should begin with the next billing calculation. Next to your Total Amount Due it should say "Auto Withdrawal – Do Not Pay" which indicates the automatic deduction has begun.

Q: When will the payment be transferred from my checking or savings account?

A: It will be transferred on the due date indicated on your bill.

Q: How can I be sure my bill has been paid?

A: Your monthly bank statement will clearly reflect the automatic payment.

Q: What if I change banks or accounts?

A: You can download your own form from the City's web page at www.cityvadnaisheights.com or call us at 651.204.6022 and request that a new Utility Direct Payment Authorization Form be mailed to you. Simply complete and return this new authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Q: What if I want to cancel the direct payment authorization?

A: You can cancel your authorization for automatic payment at any time. Simply notify us in writing regarding the cancellation. Your automatic payment authorization will automatically be cancelled, should you move.

Q: If I don't sign up right now, will I be able to enroll later?

A: Yes. You can download your own form from the City's web page at www.cityvadnaisheights.com or call us at 651.204.6022 and request that a Utility Direct Payment Authorization Form be mailed to you.

~~~~~**CUT HERE**~~~~~**CUT HERE**~~~~~

Please enroll me in the City of Vadnais Heights' Utility Direct Payment Plan. I authorize the City of Vadnais Heights to collect payment in full of my utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will continue in force until it is discontinued with my written request.

Name: \_\_\_\_\_ Utility Bill Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

Type of account you want payment to be deducted from:  
\_\_\_\_\_ Checking (attach voided check) \_\_\_\_\_ Savings (attach deposit slip)

Your Bank Account Number: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: City of Vadnais Heights, 800 E. County Road E, Vadnais Heights, MN 55127**