



City of Farmington

430 Third Street, Farmington, MN 55024

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

What is an Automatic Payment Plan?

You can pay your utility bill from your checking or savings account automatically – no checks to write, stamps to buy, or late payments. It's a free service.

Q. How do I sign up?

A. Complete and return the attached authorization form, and **include a voided check** (for checking accounts) or **deposit slip** (for savings accounts).

Q. How soon will the Automatic Payment Plan begin?

A. It begins the next billing cycle after we receive your authorization form. We bill quarterly. Please continue to pay your bill as usual until the message **“DO NOT PAY – AUTOMATIC WITHDRAWAL ON DUE DATE”** appears on the bottom of your bill.

Q. You Can enroll at any time

A. Call 651-280-6883, and we will send you an authorization form.

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 have a question about my bill?

A. Call the Utility Billing Department at 651-280-6883.

Q. Is there a charge for this service?

A. No. The City does not charge you for the automatic payments.

Q. What if I change banks or accounts?

A. Call us at 651-280-6883. We'll send you a new authorization form to complete.

Q. What if I try the automatic payment plan and don't like it?

A. Cancel your authorization for automatic payments at any time by notifying us in writing but once you've enjoyed the convenience of the automatic payment plan, we doubt you'll want to go back to paying the hard way.

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

A. It will be transferred on the due date.

Please enroll me/us in the City of Farmington's Automatic Payment Program. I/we authorize the City to collect payment of my/our utilities bill by initiating debit entries (deductions) to the bank account shown on the **attached voided check (for checking account) OR deposit slip (for savings account)**

I/we understand that this authorization will continue in force unless discontinued by my/our written request.

Utilities Account No. <i>(not your bank account no.)</i>
(1) Signature _____
(2) Signature _____
Phone No.: _____
Date: _____
Check one:
Checking: _____ Savings: _____

Mail or drop off form along with voided check or saving slip to:

Farmington City Hall
Attention: Utility Billing
430 Third Street
Farmington, MN 55024