



# City of Farmington

## Automatic Payment Plan is Here!

Now 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 free and completely hassle free!

**Q. How do I sign up?**

A. It's easy. Simply 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 start?**

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

A. Yes, simply call us at 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. Simply 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 and you enjoy the savings of no postage to mail your bills.

**Q. What if I change banks or accounts?**

A. Just 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. You can 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.

## AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

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>
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(1) Signature _____
(2) Signature _____
Phone No.: _____
Date: _____
Check one:
Checking: _____ Savings: _____

**Attach Voided Check (for checking account) or Deposit Slip (for savings account)**