



## Utility Bill Automatic Payment Plan

You can pay your City Utility Bill from your checking or savings account automatically with no more checks to write or stamps to buy. It's free, fast, and convenient!

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

**A.** *It's easy. Simply complete and return the attached authorization form. You must include a voided check (for checking accounts) or deposit slip (for savings accounts).*

**Q. How soon will the Automatic Payment Plan Start?**

**A.** *It may take one billing cycle after we receive your authorization. We bill monthly. Please continue to pay your invoice as usual until this message appears on your invoice remittance stub:*

**“Auto Pay”**

**Q. When will the funds be transferred out of my account?**

**A.** *Your account will be debited on the 5<sup>th</sup> of the month, or the first business day after if the 5<sup>th</sup> falls on a weekend or holiday. No worrying about late fees.*

**Q. How can I be sure that my City Utility bill has been paid?**

**A.** *Contact your financial institution any time after the 5<sup>th</sup> of the month to verify the withdrawal.*

**Q. How do I cancel my City Utility Bill Automatic Payment Plan?**

**A.** *You can cancel your authorization for automatic payments at any time by notifying us in writing.*

## AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Please enroll me in the City Utility Bill Automatic Payment Plan. I authorize the City of Faribault to make an automatic withdrawal from my checking/savings account shown on the attached voided check or deposit slip.

I understand that this authorization will continue unless cancelled at my written request.

Utility bill account # \_\_\_\_\_

Name \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attach voided check or deposit slip:  
Checking Account (attach voided check)  
Savings Account (attach deposit slip)

Mail to: City of Faribault  
208 NW 1<sup>st</sup> Avenue  
Faribault, MN 55021

Or email to: [utilitybilling@ci.faribault.mn.us](mailto:utilitybilling@ci.faribault.mn.us)  
Or fax to: 507-333-0399