

UTILITY BILLING DIRECT PAYMENT PLAN

Are you looking for a more convenient way to pay your utility bill? The Direct Payment Plan may be the plan for you! This option has been in place with the City of Waite Park for over seven years, and we have had a very positive response from people who have signed up. This option allows you to have your payment automatically withdrawn from your checking or savings account. Because we bill quarterly, it can be easy to forget when the utility bills are due. By enrolling in the Direct Payment Plan, you will never have to worry about missing a payment or having penalties added to your account. The payments will be automatically withdrawn the first Friday of the month in which the bills are due: February, May, August and November.

If you are interested in having your payments automatically withdrawn, please complete and return the below Direct Payment Authorization Form along with a voided check to the City of Waite Park.

Each quarter, you will continue to receive your water/sewer utility bill in the mail. The tear-off stub will have "AUTO BANK PAY" printed in the Amount Due box and the due date will indicate the withdrawal date. The amount to be withdrawn from your bank account will be printed on the lower half of the bill.

If at any time you decide you do not want the payments automatically withdrawn, or you want to change the account it is withdrawn from, you will need to notify us **in writing** at least two weeks before the payment is scheduled to be withdrawn from your account.

Complete the below form and attach a voided check and send to: City of Waite Park, 19 13th Avenue North, PO Box 339, Waite Park MN 56387-0339



AUTHORIZATION FOR DIRECT PAYMENT

I authorize The City of Waite Park to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the City of Waite Park a reasonable opportunity to act on it.

NAME – PLEASE PRINT	
STREET ADDRESS – PLEASE PRINT	UTILITY ACCOUNT NUMBER FOUND ON BILL (11 DIGITS)
BANK NAME	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
BANK ROUTING NUMBER (9 DIGITS)	BANK ACCOUNT NUMBER
EXAMPLE: ⑆ 23456780 ⑆ 23456789 ⑆ 23445 ⑆ 2228 	
<div style="display: flex; justify-content: space-around; width: 100%;"> ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER </div>	
SIGNATURE:	DATE:

ATTACH VOIDED CHECK