

THE CITY OF SOUTH ST. PAUL
AUTOMATIC PAYMENT ENROLLMENT FORM

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, fast, and completely hassle-free!

Q. How do I sign up?

A. It's easy. Complete and return the authorization form attached below, and include a voided check (for checking accounts) or a savings deposit slip (for savings accounts only).

Q. How soon will the Automatic Payment Plan start?

A. **It should start with your next billing, as long as your current balance is paid in full. Please continue to pay your bill as usual until the message "ACH DO NOT PAY" appears below the balance due line 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. Is there a charge for this service?

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

Q. What if I change banks or accounts?

A. Just call us at 651-554-3209. We will 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 payments at any time by notifying us in writing.

Q. What happens when I terminate my service?

A. The ACH will be canceled automatically. Your final bill will be sent to your forwarding address and must be paid by check or cash.

Q. What if I have questions about my bill?

A. Simply call the City Utility Billing Department at 651-554-3209.

- to sign up return bottom portion -

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Please enroll me in the City of South St. Paul's Automatic Payment Program. I authorize the City to collect payment of my utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check or savings deposit slip. The deduction will be made on the due date of the bill.

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

CUSTOMER NAME _____ UTILITY BILLING ACCOUNT # _____

SERVICE ADDRESS _____ PHONE # _____

SIGNATURE _____ DATE _____

Check One

Withdraw from checking account / voided check attached

Withdraw from savings account / deposit slip attached

Mail to:
City of South St. Paul
Attn: ACH
125 Third Avenue North
South St. Paul, MN 55075-2097