



7800 Golden Valley Rd  
Golden Valley, MN 55427-4588  
763-593-8016

# Utility Billing Automatic Payment Plan Authorization Form

Please enroll me/us in the City of Golden Valley's Utility Billing Automatic Payment Program. I/We authorize the City to collect payment of, my/our utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check (required for checking accounts) or deposit slip (savings accounts only). I/We understand that this authorization will continue in force unless discontinued by my/our written request.

**Utilities Account Number** (not your bank account number) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(if joint account)

### Form of Payment

- Checking Account (attach voided check)
- Savings Account (attach deposit slip)

**Attached voided check or deposit slip here.**

### How do I sign up?

Simply complete and return the attached authorization form, and include a voided check (for checking accounts) or deposit slip (for savings accounts). Make sure your slip includes both bank and individual account routing numbers located at the bottom of the check or deposit slip (for example: :091400046:200030119).

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

Yes. Just call us at 763-593-8016, and we will send you an authorization form.

### How soon will the Automatic Payment Plan start?

We bill quarterly, so if you return the authorization with your current payment, the first automatic payment should occur with the next quarterly billing. Please continue to pay the bill as usual until the message "DO NOT PAY—AUTOMATIC BANK WITHDRAWAL ON DUE DATE" appears on the bottom of your bill.

### How can I be sure my bill has been paid?

Your monthly bank statement will clearly reflect the automatic payment, and your next billing will also include a debit for the amount of the billing on it.

### What if I have a question about my bill?

Call the City Utility Billing Department at 763-593-8016.

### Is there a charge for this service?

No. The City does not charge you for automatic payments, and you save postage by not mailing your bills.

### What if I change banks or accounts?

Just call us at 763-593-8016, and we will send you a new authorization form to complete. You can mail it back to the address above or drop it off in the box marked "Utilities" in front of City Hall.