



# UTILITY BILLING AUTOMATIC PAYMENT PLAN

## DESCRIPTION OF PLAN

The City of Mound’s automatic utility payment plan will allow your financial institution to automatically transfer the amount of your quarterly utility bill from your account to the City of Mound.

You will still receive your monthly utility bill, but it will have the message “DIRECT PAYMENT DO NOT PAY.” The amount transferred will also appear on your monthly bank statement. The amount will be transferred out on the date due per the bill (or the following business day if the date due is a weekend or holiday).

Call the Utility Billing Department at (952) 472-0603 with any questions.

## TERMS OF AGREEMENT

The customer may withdraw from the automatic payment plan at any time by notifying the City of Mound Utility Billing Department in writing.

The customer must notify the City of Mound Utility Billing Department if there is a change in the customer’s bank or bank account where the automatic withdrawal is to be administered.

Non-sufficient funds will be treated as a returned check and charged a \$30.00 return fee.

The City of Mound has the right to cancel the customer’s use of the Automatic Payment Plan for any reason.

Call the Utility Billing Department at (952)472-0603 with any questions

Please enroll me/us in the City of Mound’s Automatic Payment Plan. I/we authorize the City to collect payment on my/our utility 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.

**Mail completed form to:**

City of Mound: Utility Billing  
5341 Maywood Road  
Mound, MN 55364-1687

## AUTOMATIC PAYMENT PLAN AUTHORIZATION

Name(s) on Utility Bill

Service Address

Utility Bill Account Number (not your bank account number)

Home Phone Number

Work Phone Number

Financial Institution Name

- Checking—attach a void check
- Savings —attach a deposit slip

Authorized Signature on account

Joint Owner Signature on account ( NOTE: Signatures must match all names on account )