



Utility Billing—Authorization for Auto Pay

Please complete and return this form. Please print clearly and **DO NOT** send payment with this form.

Customer Information

New Auto Pay Account

Change for Existing Auto Pay Account

Customer Name _____ Phone _____

Email Address _____

Address Where Service is Provided _____

City _____ State _____ Zip Code _____

Utility Account Number _____

Account For Payment

Please bill my **checking** account. Enclose a voided check, NOT a deposit slip.

Please bill my **savings** account. Enclose a deposit or withdrawal slip.

Financial Institution Name _____

Your Account Number _____

Routing/Transit Number _____ (Between ⑆ and ⑆ on the bottom of check)

Authorization

I authorize the City of Hopkins to instruct my financial institution to make payments to the City from the account listed above. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Hopkins.

X Signature _____ Date _____

Note: Authorized signature must match the name on the designated bank account.

Frequently Asked Questions—Auto Pay

How do I sign up?

Simply complete this form with the information for your desired payment method. You will continue to receive a billing statement as usual. Each statement will indicate the amount with the message “Auto Pay.” Funds will be charged or transferred one day prior to the due date on the billing.

NOTE: It can take up to a month to set up your direct automatic payment. Until you see the wording “Auto Pay” on your utility statement payment stub, please continue to pay your bill as usual.

How will my bill(s) be paid?

The working day prior to the due date on the billing, funds will automatically be transferred from your account (eg: If the due date is a Monday, funds are pulled from your account on the previous Friday).

How will I know my bill has been paid?

Each Direct Payment will be clearly itemized on your bank statement.

What if I have a question about my bill?

Simply call the City using the phone number on the billing.

Is there a charge for this service?

No. The City does not charge for Direct Payment, and you enjoy savings on postage and checks.

What if my banking information changes?

Whenever there is a change in your bank account information, you will need to notify the City and fill out a new auto-pay authorization form.

For Office Use Only Date Received _____ Entry Date _____