



Please send completed form to:

The City of Minnetonka
c/o Fiona Golden
14600 Minnetonka Blvd.
Minnetonka, MN 55345



The City of Minnetonka's Automatic Payment Plan is here!

NOW YOU CAN PAY YOUR UTILITY BILL FROM YOUR CHECKING OR SAVINGS ACCOUNT AUTOMATICALLY. (NO CHECKS TO WRITE OR STAMPS TO BUY). IT'S FREE, FAST AND EASY.

Q. HOW DO I SIGN UP?

- A. Simply complete and return the attached authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Q. HOW SOON WILL THE AUTOMATIC PAYMENT PLAN START?

- A. Since we bill on a quarterly basis, your deduction should begin two billing cycles after we receive your authorization. (Banks encourage a 'practice run' for the first billing cycle to make sure it works properly). Please continue to pay your bill as usual until the message: "DO NOT PAY - AUTOMATIC BANK WITHDRAWAL ON DUE DATE" appears on the bottom of your bill.

Q. IF I DON'T SIGN UP RIGHT NOW, WILL I BE ABLE TO ENROLL LATER?

- A. Yes. Call us at 939-8255, and we will send you an authorization form. Keep in mind it will then take two billing cycles from that time before the AUTOMATIC PAYMENT PLAN would go into effect.

Q. HOW CAN I BE SURE MY BILL HAS BEEN PAID?

- A. Your monthly bank statement will clearly reflect the automatic payment.

Q. WHAT IF I HAVE A QUESTION ABOUT MY BILL?

- A. Call the City Utility Billing Department at 939-8255 immediately upon receipt of your bill.

Q. WHAT IF I CHANGE BANKS OR ACCOUNTS?

- A. Call us at 939-8255. 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 for automatic payment at any time. Simply notify us in writing regarding the cancellation.

Q. WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING OR SAVINGS ACCOUNT?

- A. It will be transferred on the due date indicated on your bill.

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AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Please enroll me in the City of Minnetonka's Automatic Payment Program. I authorize the City of Minnetonka to collect payment of my 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 understand that this authorization will continue in force unless discontinued at my written request.

UTILITY ACCOUNT NO: _____
(TOP LEFT CORNER OF YOUR BILL)

Signature _____ Date _____

Property Address _____

ATTACH VOIDED CHECK OR DEPOSIT SLIP

Indicate form of payment CHECKING _____ (attach voided check) Savings _____ (attach deposit slip)