

# Utility Billing—Authorization for Auto Pay



City of Hopkins

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[www.hopkinsmn.com](http://www.hopkinsmn.com)

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

I authorize the City of Hopkins to instruct my financial institution to make payments to them from the account listed below. 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.

## 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: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Authorized signature must match the name on the designated bank account, credit card, or bank card.

## Payment Method (Choose one.)

Please bill my checking/savings account

Financial Institution Name: \_\_\_\_\_

Your Account Number: \_\_\_\_\_

Routing/Transit Number: \_\_\_\_\_

(Between and on the bottom of check)

Type of Account:  Checking (please enclose a void or cancelled check; DO NOT use a deposit slip)

Savings (please enclose a deposit/withdrawal slip)

Please bill my check or credit card.

Visa or MasterCard Check/Credit Card Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration: \_\_\_\_/\_\_\_\_/20\_\_

Name listed on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

## Relax With Auto PAY

Q. How do I sign up?

A. It's easy. Simply complete this authorization form and include the requested information for your desired payment method. For Visa/MasterCard credit or bank card, include the card number and expiration date, for checking accounts, include a void check, and for savings accounts, include a withdrawal slip. You will continue to receive a billing statement as usual. Each statement will indicate the amount and will show the message "Paid by Bank Draft" for checking or savings accounts or "Paid by Bank Card" for credit or bank cards. Funds will be charged or transferred on day prior to the due date on the billing. It can take up to a month to set up your direct automatic payment. Until you see the wording "Paid by Bank Draft" or "Paid by Bank Card" on your utility statement payment stub, please continue to pay your bill as usual, by check/cash/credit card.

Q. How will my bill(s) be paid?

A. One day prior to the due date on the billing, your card will be charged or funds will automatically be transferred from your checking or savings account.

Q. How can I be sure my bill has been paid?

A. Each Direct Payment will be clearly itemized on your monthly credit card or bank statement.

Q. What if I have a question about my bill?

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

Q. Is there a charge for this service?

A. No. The City does not charge for Direct Payment, and you enjoy savings of no postage to mail bills or checks to write for your bills.



## For Office Use Only

Date Received: \_\_\_\_\_ Entry Date: \_\_\_\_\_