

# CITY OF EDEN PRAIRIE

## UTILITY BILLING AUTOMATIC PAYMENT PLAN



### Is it Easy?

Very easy. You can pay your utility bill using your credit card or checking or savings account automatically – no checks to write, no postage to buy, no late payments. It's free, fast and completely hassle-free.

### How Do I Sign Up?

Complete and return the Automatic Payment Plan Authorization Form (right), and include a voided check (for checking accounts) or deposit slip (for savings accounts).

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

The process should take effect with your next billing cycle. We bill quarterly. Please continue to pay your bill as usual until the message "Automatic Payment-Do Not Pay" appears on the top portion of your bill.

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

Yes. Simply call us at 952-949-8382 and we will send you an Automatic Payment Plan Authorization Form.

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

Your monthly bank statement or credit card bill will clearly reflect the automatic payment.

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

Contact the City of Eden Prairie Utility Billing at 952-949-8382.

### Is there a charge for this service?

No. The City does not charge for automatic payments, and you enjoy the savings of no postage to mail your bills.

### What if I change banks or accounts?

Just call us at 952-949-8382. We'll send you a new form to complete.

### What if I try the Automatic Payment Plan and don't like it?

You can cancel your authorization for automatic payments at any time by notifying us in writing.

### When will the payment be transferred from my checking or savings account?

It will be transferred on the billing due date.

## Automatic Payment Plan Authorization Form

Please enroll me/us in the City of Eden Prairie's Utility Billing Automatic Payment Program. I/we authorize the City to collect payment on my/our utility bill by initiating recurring debit entries (deductions) to the bank account shown on the attached voided check (for checking account) or deposit slip (for savings account) or credit card.

I/we understand that this authorization will continue in force unless discontinued by my/our written request.

Utility Account # (not your bank account)

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

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

Checking     Savings     Credit Card

If credit card is checked above, please fill in the following information.

Visa     Master Card     Discover

Credit Card #:

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Cardholder Name: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Please attach a voided check (for checking account) or a deposit slip (for savings account).**

