

## The City of Prior Lake's Automatic Payment Plan

Now you can pay your utility bill from your checking account *automatically* - no checks to write, no stamps to buy, and no late payments. It's free, fast, easy to do, and hassle free.

Q. How do I sign up?

A. It's easy. Simply complete and return the authorization form with a voided check.

Q. How soon will the automatic Payment Plan start?

A. We bill every other month (even months only) so if you return the authorization with your current payment, it would be effective on your next billing. Payment comes out of your bank account on the due date.

Please continue to pay your bill as usual until the message "AUTO. PAID - DO NOT PAY" 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. Simply call us at 952-447-9843 or 952-447-9844, and we will send you an authorization form or go to [www.cityofpriorlake.com](http://www.cityofpriorlake.com) and print a form. Mail the completed form with a voided check to: City of Prior Lake, 4646 Dakota St SE., Prior Lake, MN 55372.

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

A. Your monthly bank statement will clearly reflect the automatic payment, and your next bill will not have a previous balance on it.

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

A. Simply call the City Utility Billing Department at 952-447-9843 or 952-447-9844.

Q. Is there a charge for this service?

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

Q. What if I change banks or accounts?

A. Just call us at 952-447-9843 or 952-447-9844 and we will send you a new authorization form to complete.

### **AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM**

Please enroll me/us in the City of Prior Lake's Automatic Payment Plan. I/we authorize the City of Prior Lake to collect payment of my/our utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check.

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

Utilities Account Number: \_\_\_\_\_ (Please print clearly.)

Address: \_\_\_\_\_ (If joint bank account)

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

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

Please provide 2 phone numbers: \_\_\_\_\_

**Attach voided check here**