

# The City of Richfield's Automatic Payment Plan

We are pleased to announce that you can now pay your utility bill from your checking or savings account *automatically* – no checks to write, no stamps to buy, no more late payments! It's fast, easy to do, and **free!**

**Q. How do I sign up?**

**A.** It's easy. Simply complete and **return the attached authorization form with your current utility payment.** Remember to include a voided check (for checking accounts) or deposit slip (for savings accounts). Or mail it to us at: City of Richfield, Utilities Division, 1901 E 66<sup>th</sup> St, Richfield MN 55423.

**Q. How soon will the Automatic Payment Plan start?**

**A.** It usually begins the week after we receive your authorization. **Please continue to pay your bill as usual until the message "AUTOMATIC PAYMENT – DO NOT PAY" appears at the top of your bill.**

**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 show a debit for the amount of the billing. Payment will be posted on the due date listed on your bill.

**Q. Will I still get a copy of my bill?**

**A.** Yes, you will still get a copy for your records.

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

**A.** Simply call the City Utility Billing Department at 612-861-9164.

**Q. Is there a charge for this service?**

**A.** No. The City does not charge you for automatic payments.

**Q. What if I change banks or accounts?**

**A.** Just call us at 612-861-9164 and we will send you a new authorization form to complete. Or, download a new application from our website at [www.cityofrichfield.org](http://www.cityofrichfield.org) and mail it in with a new voided check.

In accordance with the Minnesota Government Data Practices Act, the following information is provided regarding the information we collect about you. The information on this form is used to process and administer your utility service charges under this ACH payment option. Information regarding your financial institution and bank account information is classified as private data and will be used by employees in the utility billing department of the City of Richfield to administer this ACH payment option. The information will also be made available to banking personnel who must use it in the normal course of processing the claim.

You are not legally required to provide the information requested; however, without that information, we will not be able to process your ACH application. If you have any questions about the information we ask you to provide, please contact the utility billing department.

Please keep this portion as your record of authorization and **as an important reminder to inform the utility billing department of any changes in checking or saving account numbers.**

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Please return this portion with your current payment

## AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

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

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

Customer Number _____	Utilities Account Number ( <i>not your bank account number</i> ) _____
Name: _____	Name: _____
Address: _____	Daytime Phone# _____
Signature: _____	Signature: _____ (if joint bank account)
Date: _____	Date: _____
<b>Attach voided check here (Please do NOT attach a deposit slip unless you choose the Savings Acct option)</b>	
Indicate form of payment: Checking Acct _____ ( <i>attach voided check</i> ) / or Savings Acct _____	