

**CITY OF COON RAPIDS
AUTOMATIC PAYMENT PLAN OPTIONS**

You can pay your utility bill from your checking/savings account automatically—no checks to write, stamps to buy or late payments. It's free, fast and completely hassle free!

Q. How Do I Sign Up?

A. It's easy. Simply complete and return the attached authorization form. Include a voided check if using a checking account or a deposit slip if using a savings account.

Q. How soon will my selected Automatic Payment Plan start?

A. It begins the next billing cycle after we receive your authorization. Continue to pay your bill as usual until the message "DO NOT PAY" appears at the top of your statement.

Q. If I don't sign up right now will I be able to enroll later?

A. Yes. Simply call us at 763-767-6438 and we will send you an authorization form or go to www.coonrapidsmn.gov/utilitybilling.htm to print out an authorization form that you can fill out and mail back.

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 763-767-6438.

Q. Is there a charge for this service?

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

Q. What if I change banks or accounts?

A. Go to www.coonrapidsmn.gov/utilitybilling.htm to print out an authorization form that you can fill out and mail back.

Q. What if I try the automatic payment plan and don't like it?

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

Q. When will the payment be transferred from my authorized account?

A. It will be transferred on the due date.

**AUTOMATIC PAYMENT PLAN
AUTHORIZATION FORM**

Please enroll me/us in the City of Coon Rapids Automatic Payment Program. I authorize the City to deduct the amount of the utility bill from the account shown. I/we have attached a voided check for checking account or deposit slip for savings account deductions.

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

Utility Account No. (Not your withdrawal account #):

Street Address: _____

(1) Signature _____

(2) Signature _____
(If joint account)

Date: _____

Check one: Checking Savings

Phone Number: _____

Remember: Attach voided check for checking account or deposit slip for savings account deduction authorizations.



Return or fax this form to:

City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433
763-767-6491