



Automatic Payment Plan is available here!

Now you can pay your utility bill from your checking or 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, and include a voided check (for checking accounts) or deposit slip (for savings accounts).

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

A. It usually begins two billing cycles after we receive your authorization. (Banks encourage a "dry run" for the first billing cycle to make sure it works properly). Please continue to pay your bill as usual until the message "**DO NOT PAY – AUTOMATIC PAYMENT**" appears on your bill.

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

A. Yes. Simply call us at (320)485-2366 and we will send you an authorization form. Keep in mind that it will then take two billing cycles from that time before the automatic payment plan is effective.

**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. Simply call the City Utility Billing Department at (320)485-2366 with any questions.

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

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

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

A. Just call us at (320)485-2366. We will send you a new authorization form to complete.

**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*, but once you have enjoyed the convenience of the automatic payment plan, we doubt you will want to go back to paying bills the hard way.

**Q. When will the payment be transferred from my checking or savings account?**

A. It will be deducted from your bank account **on the due date**. Non-sufficient funds will be treated as a returned check and charged a \$30.00 return fee.



**Automatic Payment Plan Authorization Form**

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

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

Utility Account Number (*not your bank account*)  
 \_\_\_\_\_

Service Address:  
 \_\_\_\_\_

(1) Signature \_\_\_\_\_

(2) Signature \_\_\_\_\_  
*\*If it is a joint bank account*

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

**Please Check One:**

Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

**Attach Voided Check (for checking account) or Deposit Slip (for savings account).**