

# AutoPay

The Convenient, Easy Way to Pay Your Utility Bills

## What is AutoPay?

AutoPay is a service offered by the City of Park Rapids that allows you to have your quarterly utility bill paid automatically from your checking account. Your bill is paid on the due date of your bill without any effort on your part. AutoPay is provided at no cost to you.

## How Does AutoPay Work?

You will continue to receive your quarterly bill, which will note that your bank account will be drafted. This will give you time to review the charges on your bill before your account is drafted. The amount of your bill will be deducted from your checking account on the due date of your bill. NOTE: You may have separate withdrawals for each account.

## Benefits of AutoPay

AutoPay saves you time and money. Your bill is paid automatically so you do not spend any of your time writing a check, addressing an envelope, or mailing your payment. You save money because there is no postage or late fees to worry about. Your utility bill is always paid on time.

## Terms and Conditions

1. Withdrawals will occur on the due date listed on your quarterly utility bill.
2. Withdrawals will be for the amount due on your quarterly utility bill. NOTE: You may have separate withdrawals for each account.
3. The City of Park Rapids' authority to transfer funds from your account will not cease until the City of Park Rapids receives written notice from you revoking this authorization agreement. This notice must be received by the City of Park Rapids at least 30 days prior to the date on which you want the arrangement to end.
4. If a withdrawal cannot be made, with or without cause on your part, the City of Park Rapids shall be under no liability whatsoever.
5. If your withdrawal is returned unpaid, the City of Park Rapids may assess a fee.

## How to Sign-up for AutoPay

It is easy to sign-up for AutoPay! First, print off and complete an AutoPay authorization form. Then **attach a voided check** to each completed AutoPay authorization form and mail to: City of Park Rapids, 212 West Second Street, Park Rapids, MN 56470. A voided check is needed to verify your financial institution's routing number and your checking account number. Please DO NOT send a voided deposit slip since it may list an internal routing number rather than your financial institution's routing number.

Thank you.



# AutoPay Authorization Form

City of Park Rapids, 212 West Second Street, Park Rapids, MN 56470

Name (Please Print):	Your Financial Institution's Name:
If a business, please list individuals name for contact:	Your Financial Institution's Address, City, St, Zip:
Your Phone Number(s):	Financial Institution Phone Number:
Service Address: (please include one sheet for each address.)	
Mailing Address: (if different than service address)	City of Park Rapids Utilities Account Number: <small>(1 ACCOUNT PER FORM PLEASE) you may attach a copy of your bill.</small>
Checking Account Number (D):	Bank Routing Number ©:

I hereby authorize the City of Park Rapids to initiate variable entries to my checking account at the financial institution listed above for the purpose of making my quarterly utility payment to the City of Park Rapids.

Also, I agree that I remain obligated to pay for utility services in the event that a withdrawal from my account is dishonored, for whatever reason, and the City of Park Rapids retains its normal collection rights.

**Terms and Conditions:**

1. Withdrawals will occur on the due date listed on your quarterly utility bill.
2. Withdrawals will be for the total amount due on your quarterly utility bill. NOTE: You may have separate withdrawals for each account.
3. The City of Park Rapids' authority to transfer funds from your account will not cease until the City of Park Rapids receives written notice from you revoking this authorization agreement. This notice must be received by the City of Park Rapids at least 30 days prior to the date on which you want the arrangement to end.
4. If a withdrawal cannot be made, with or without cause on your part, the City of Park Rapids shall be under no liability whatsoever.
5. If your withdrawal is returned unpaid, the City of Park Rapids may assess a fee.

I hereby agree to the terms and conditions of this authorization.

Signature	Date
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Date began: \_\_\_\_\_ Date Removed: \_\_\_\_\_ UB: \_\_\_\_\_ WINREACH \_\_\_\_\_

\* Complete the authorization form and return it to the City of Park Rapids **with a voided check (a deposit slip will not work)** from your checkbook. **Mail to:** City of Park Rapids, 212 West Second Street, Park Rapids, MN 56470 (218-732-3163).

Real Estate Owners Name (if different than above) \_\_\_\_\_