



City of Hendrum

308 Main Street East, PO Box 100, Hendrum, MN 56550

(218) 861-6210 | (218) 861-6367 (fax) | www.hendrummn.com

Utility Billing – Authorization for Auto Pay

Please complete and return this form. Please print clearly and DO NOT send payment with this form.

Customer Information

New Auto Pay Account

Change for Existing Auto Pay Account

Customer Name _____ Phone _____

Address Where Service is Provided _____

Utility Account Number _____ Email Address _____

Account for Payment

Please bill my **checking** account. Enclose a voided check, NOT a deposit slip.

Please bill my **savings** account. Enclose a deposit or withdrawal slip.

Financial Institution Name _____

Your Banking Account Number _____

Routing Number/Transit Number _____

Account Holder Name _____

Authorization

I authorize the City of Hendrum to initiate debit entries from my Account on or after the 15th business day of each month for the amount stated in the monthly billing statement. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the City of Hendrum.

X Signature _____ Date _____

Note: Authorized signature must match the name on the designated bank account.

Frequently Asked Questions – Auto Pay

How do I sign up?

Simply complete this form with the information for your desired payment method. You will continue to receive a billing statement as usual. Each statement will indicate the amount with the message “Auto Pay.” Funds will be charged or transferred on the due date on the billing.

NOTE: It can take up to a month to set up your direct automatic payment. Until you see the wording “Auto Pay” on your utility statement, please continue to pay your bill as usual.

How will my bill be paid?

The first working day on or after the 15th of the month, the funds will automatically be transferred from your account.

How will I know my bill has been paid?

Each Direct Payment will be clearly itemized on your bank statement.

What if I have a question about my bill?

Simply call the City at (218) 861-6210.

Is there a charge for this service?

Yes. The City charges a one dollar (\$1.00) service fee.

What if my banking information changes?

Whenever there is a change in your bank account information, you will need to notify the City and fill out a new auto-pay authorization form.