

**CITY OF SAINT PETER UTILITIES  
AUTHORIZATION FOR AUTOMATIC PAYMENTS**

I AUTHORIZE THE CITY OF SAINT PETER'S FINANCE DEPARTMENT AND THE BANK NAMED BELOW TO INITIATE VARIABLE ENTRIES TO MY CHECKING/SAVINGS ACCOUNT FOR PAYMENT OF MY UTILITY BILL. THESE ENTRIES WILL BE MADE ON THE DUE DATE (USUALLY THE 15<sup>TH</sup>) OF EACH MONTH. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I NOTIFY THE CITY TO CANCEL IT IN SUCH TIME AS TO AFFORD THE CITY A REASONABLE OPPORTUNITY TO ACT ON IT.

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CUSTOMER NAME (PLEASE PRINT)

UTILITY ACCOUNT NUMBER

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SERVICE ADDRESS

PHONE NUMBER

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BANK NAME

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BANK ADDRESS (STREET, CITY, STATE & ZIP CODE)

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BANK ROUTING NUMBER

ACCOUNT NUMBER

IS IT A CHECKING ACCOUNT

OR SAVINGS ACCOUNT

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AUTHORIZED SIGNATURE

DATE

**AUTOMATIC PAYMENT** - You have the option of paying your bill by automatic bank payment at no additional charge to you. Automatic payment will deduct your utility bill payment from your bank account. You will still receive a copy of your utility bill the first of each month from our office. Once your utility account is set up for automatic payment your bill will reflect the statement "DO NOT PAY – PAID BY DRAFT." The payment will be deducted from your bank account on the due date indicated on the bill.

If you would like to take advantage of this option, please print and fill out the Authorization for Automatic Payment Form above and return it to the Finance Department at City Hall or mail to the City of Saint Peter Finance Dept., 227 S. Front St., Saint Peter, MN 56082 by the eighth of the month to have your payment withdrawn that month. If you would like the automatic payment to start the next month please note that on the form.

**Please mail the form or use the drop box at this time.**