



Utility Bill Automatic Payment Plan

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 this authorization form. You must include a voided check (for checking accounts) or deposit slip (for savings accounts).

Q. How soon will the Automatic Payment Plan Start?

A. It may take one billing cycle after we receive your authorization. Please continue to pay your bill as usual until this message appears on your bill in the Amount Due box:



Q. How can I be sure that my utility 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 Utility Billing Center at 651-255-0973.

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.

AUTHORIZATION STATEMENT FOR AUTOMATIC BILL PAYMENT

I hereby authorize the City of Andover to make debit entries from my bank account for the payment of my city utility bill. I understand that this authority will remain fully effective until the City of Andover receives written notification of its termination from me or my authorized agent, and is provided a reasonable opportunity to act upon this notice. I have the right to stop payment within seven (7) days of my billing due date but I must notify the City of Andover Utility Billing Department in writing of this stop payment request. I also understand that the City of Andover reserves the right to terminate this payment plan or my participation in it. A \$25 NSF fee will apply for items returned for nonpayment.

Signature Date

City Utility Billing Acct # or Service Address

Name (please print) Daytime Phone #

Name of Banking Institution

Checking Account Savings Account
(Please attach a voided check or savings account deposit slip)

Mail to: City of Andover
PO Box 251130
St. Paul, MN 55125

Want more options? **Go Green.** Receive your utility statement electronically. Complete the E-Billing form to sign up.