



CITY OF ST PAUL PARK

600 Portland Avenue St. Paul Park, MN 55071

UTILITY BILL

ACH DEBIT AUTHORIZATION FORM

***** A VOIDED CHECK MUST BE ATTACHED TO ENROLL OR CHANGE BANK ACCOUNTS *****

I wish to: ENROLL WITHDRAW CHANGE BANK INFORMATION

CUSTOMER NAME(S) as they appear on your bank account

MAILING ADDRESS, CITY, STATE AND ZIP CODE

PHONE NUMBER

PROPERTY ADDRESS

UTILITY ACCOUNT NUMBER

I (We), the undersigned, hereby authorize the City of St. Paul Park, herein called CITY, to initiate debit entries and/or correction entries to our checking account at the bank/depository named below, herein called DEPOSITORY, to credit the same such account. The ACH Debit Transaction will take place on the 20th day of the month in which the utility bill is due. If the 20th should fall on a weekend or holiday, the ACH Debit Transaction will take place on the next business day.

BANK/DEPOSITORY NAME

BRANCH ADDRESS

CITY

STATE

ZIP

BANK ROUTING NUMBER

ACCOUNT NUMBER

PLEASE SELECT CHECKING OR SAVINGS ACCOUNT:

CHECKING

SAVINGS

This authorization is to remain in full force until CITY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY reasonable opportunity in which to act.

SIGNATURE

DATE

SIGNATURE

DATE

We must receive this form 30 days prior to the next scheduled ACH debit transaction date.



CITY OF ST PAUL PARK

600 Portland Avenue St. Paul Park, MN 55016

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ACH DEBIT AUTHORIZATION INSTRUCTIONS – PLEASE COMPLETE ALL STEPS.

1. Complete the attached form. If your account is a joint account both account holders must sign this form.
2. Attached a voided, unsigned check to the form.
3. Return the original form and the voided check to the City of St. Paul Park.
4. Retain a copy of the this form for your files.

The City of St. Paul Park must receive the signed authorization form 30 days prior to the next scheduled ACH debit transaction date.

UTILITY BILL

ACH DEBIT AUTHORIZATION TERMS AND CONDITIONS

- The City of St. Paul Park will directly charge the bank account you specified for the amount due on your utility bill. You will continue to receive a City of St. Paul Park utility bill. On the 20th of the month in which your utility payment is due, your financial institution will automatically deduct the payment from your bank account and the City of St. Paul Park will credit the payment to the specified utility account.
- You must continue to pay your utility bill until you receive one with a message displayed stating “BANK DRAFT – DO NOT PAY”. This message will show up after your enrollement has been successful.
- Moving to a new location will affect your ACH Debit Authorization. If you move, your final utility bill **CANNOT** be paid through the ACH process. A new form will need to be completed for your new address.
- Termination of the agreement shall not be effective until the City of St. Paul Park has received an ACH Authorization form, marked “Withdraw”. The form must be received in such time and in such manner as to give the City of St. Paul Park a reasonable opportunity to act upon it.
- The City of St. Paul Park will assess a Returned Check Fee on any payment returned by the financial institution and the amount of the payment will be reversed from your utility account. In the event that the City of St. Paul Park receives three insufficient funds notices from your financial institution with in a twelve month period the ACH Debit Authorization will be cancelled.