



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 the attached 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. We bill monthly. 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 water 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 Department at (651) 458-2831.

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 Cottage Grove and the financial institution named below 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 Cottage Grove 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 Cottage Grove Utility Billing Department of this stop payment request. I also understand that the City of Cottage Grove reserves the right to terminate this payment plan or my participation in it. A \$15 NSF fee will apply for items returned for nonpayment.

Signature Date

City Utility Billing Account Number

Name (please print) Daytime Phone Number

Address

Name of Banking Institution

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

Include with Payment or
Mail to: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016

 Yes, I Would Also Like to Receive My Utility Bill Via E-Mail. *

E-Mail Address
(This option only available to Auto Pay Customers)

* You will no longer receive a bill in the mail once you choose the e-mail bill option.