

# CITY OF LORETTO

## UTILITY DIRECT PAYMENT PLAN AND AUTHORIZATION

Now you can pay your utility bill from your checking or savings account automatically.

\*\* No checks to write, no envelopes or stamps to buy. \*\*

\*\* It is free, fast and easy. \*\*

**Q: HOW DO I SIGN UP?**

**A:** Simply complete and return the attached authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

**Q: HOW SOON WILL THE AUTOMATIC PAYMENT PLAN START?**

**A:** The deduction should begin with the next billing calculation. Watch for the watermark across you bill that says "DO NOT PAY-AUTO DEDUCT ON DUE DATE" which indicates the automatic deduction has begun.

**Q: WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING OR SAVING ACCOUNT?**

**A:** It will be transferred on the due date indicated on your bill.

**Q: HOW CAN I BE SURE MY BILL HAS BEEN PAID?**

**A:** Your monthly bank statement will clearly reflect the automatic payment.

**Q: WHAT IF I CHANGE BANKS OR ACCOUNTS?**

**A:** You can download your own form from the City's web page at [www.ci.loretto.mn.us](http://www.ci.loretto.mn.us) or call us at 763/479-4305 and request that a new Utility Direct Payment Authorization Form be mailed to you. Simply complete and return this new authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

**Q: WHAT IF I WANT TO CANCEL THE DIRECT PAYMENT AUTHORIZATION?**

**A:** You can cancel your authorization for automatic payment at any time. Simply notify us in writing regarding the cancellation.

**Q: IF I DON'T SIGN UP RIGHT NOW, WILL I BE ABLE TO ENROLL LATER?**

**A:** Yes. You can download your own form from the City's web page at [www.ci.loretto.mn.us](http://www.ci.loretto.mn.us) or call us at 763/479-4305 and request that a Utility Direct Payment Authorization Form be mailed to you.

~~~~~**CUT HERE**~~~~~**CUT HERE**~~~~~

Please enroll me in the City of Loretto's Utility Direct Payment Plan. I authorize the City of Loretto to collect payment in full of my utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will continue in force until it is discontinued with my written request.

Name: \_\_\_\_\_ Utility Bill Account #: \_\_\_\_\_

Service Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Type of account you want payment to be deducted from:  
\_\_\_\_\_ Checking (attach voided check) \_\_\_\_\_ Savings (attach deposit slip)

Your Account #: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: City of Loretto, PO Box 207, Loretto, MN 55357**