



WOULD YOU LIKE YOUR UTILITY BILL PAID AUTOMATICALLY?

The City of North Mankato's automatic utility payment option will allow your financial institution to automatically transfer the amount from your bank account every month for your North Mankato utility bill. The amount due will be transferred from your Bank account on the due date specified on the bill or if the due date is on a holiday, the amount will be transferred on the next business day.

You will still receive a monthly utility bill and you will still need to provide meter readings timely each month by the billing due date. (Note: readings not received each month are subject to a late fee separate from a late fee for late payment)

Meter readings can be sent to the City by any of these options:

- 1. Drop Box at City Hall or Commerce Dr. (blvd. next to New 2 You parking lot.)
2. Mail
3. City Web Page (www.northmankato.com)

If you are planning to go on vacation, notify the City in advance so your water meter readings can be estimated and garbage charges removed while you are away. If you close or move your account with your financial institution, please notify the City right away. If the City is not notified, you will be responsible for any applicable late fees or NSF charges.

You may withdraw from this plan anytime by notifying the City of North Mankato in writing. (The City of North Mankato reserves the right to cancel use of this Automatic Pay Plan at anytime.)

If you have any questions about your bill, just call the City of North Mankato Utility Billing Department at 625-4141.

(Detach and retain top portion for your records)



CITY OF NORTH MANKATO AUTOMATIC PAYMENT AUTHORIZATION FORM

Sign up by filling out this form and sending it with your current payment or drop it off at City Hall at the address below. You will see the message "Automatic Bank Payment" on your bill. This indicates your plan is in effect.

Yes, sign me up to automatically pay my utility (water, sewer, refuse & recycling) bill...

- checkbox New Application
checkbox Change : a) Discontinue b) change acct

Date of Request: _____

Name on Utility Bill (Please print) _____

Address _____

Service Address (If different from above) _____

Home Phone _____

Daytime Phone (Work) _____

Utility Bill Account # _____

I want my automatic payment taken from: (Check one)

- checkbox Checking (Attach a voided check)
OR
checkbox Savings (Attach a deposit slip)

Name & Address of your Financial Institution:

Your Bank Acct Number _____

Your Bank Routing Number _____

X _____

Authorized Signature

I AUTHORIZE MY AUTO PMT TO BEGIN/END ON THE BILL THAT IS DUE THE 10TH OF _____ 20__

Detach and return this portion to:

City of North Mankato
1001 Belgrade Avenue
North Mankato MN 56003
Attn: Utility Billing Dept.

OFFICE USE ONLY

#1 & #1 Master Static:
Type "1" in Bank Number
and type Ckg/Svgs No.
under Bank Account No.
#9 Type UBBNKSET and
Tran Code #27 Ckg or
#37 Svgs & Rtg # and
Checking Acct #