



**City of East Bethel**

2241 221<sup>st</sup> Ave NE  
East Bethel, MN 55011  
763-367-7840

**Auto Payment Authorization Form**

Schedule your payment to be automatically deducted from your bank account each month on the due date. Just complete and sign this form to get started!

**Recurring Payments Will Make Your Life Easier:**

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

**Here's How Recurring Payments Work:**

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated on each monthly billing invoice. The charge will appear on your bank statement as an ACH debit on the due date listed on your billing statement.

**Please complete the information below:**

I \_\_\_\_\_ authorize City of East Bethel to charge my bank account  
(full name)

indicated below for the amount due on the due date of each month for payment of my water utility invoice.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Checking/ Savings Account**

Checking       Savings

Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



Attach Void  
Check Here

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify City of East Bethel in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that City of East Bethel may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$30 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in the monthly billing statement.