

CITY OF MEDINA
UTILITY DIRECT PAYMENT PLAN AND AUTHORIZATION

RECEIVE A \$20 CREDIT ON YOUR NEXT BILL – JUST FOR SIGNING UP!

Pay your utility bill automatically from your checking or savings account automatically.

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

** Best yet – you will never say “OOPS! I forgot to pay my water bill!”**

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). Your check may be a copy. Scan and email the form and check or deposit slip to Teri.Portinen@ci.medina.mn.us

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; which is the last Friday of every month.

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.medina.mn.us or call us at 763/473-8849 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. Email notifications are accepted at Teri.Portinen@ci.medina.mn.us

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.medina.mn.us or call us at 763/473-8849 and request that a Utility Direct Payment Authorization Form be mailed, emailed, or faxed to you.

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

Please enroll me in the City of Medina’s Utility Direct Payment Plan. I authorize the City of Medina 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 #: \_\_\_\_\_ (xx-xxxxxxx-xx-x)

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

Deducted from: \_\_\_\_\_ Checking (**attach voided check**) \_\_\_\_\_ Savings (**attach deposit slip**)

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

Would you like your statement emailed to you? Please provide your email address on the line below.

\_\_\_\_\_

**Return this form to: City of Medina, 2052 County Road 24, Medina, MN 55340 or e-mail to [Teri.Portinen@ci.medina.mn.us](mailto:Teri.Portinen@ci.medina.mn.us)**  
**Faxing is also available at 763-473-9359**