



5200 85th Avenue North, Brooklyn Park, Minnesota, 55443
Phone: (763) 493-8185 Fax: (763) 493-8123

Dear Utility Customer:

By completing the authorization form below, you will be authorizing The City of Brooklyn Park to withdraw your utility payment directly from your checking or savings account. A copy of your utility bill will still be mailed to you for your records.

This payment option offers many benefits.

- Saves time (No checks to write)
- Saves money (No postage)
- No late fees/penalties (utility account automatically paid on the due date)

The user-friendly program can be started today. Just complete the authorization form below, attach a voided check or savings deposit slip, and mail it back to us at 5200 85TH Ave N, Brooklyn Park, MN 55443. The automatic payment program will begin one billing cycle after we receive your authorization. Please continue to pay your quarterly utility bill as usual until the message "DO NOT PAY – AUTOMATIC WITHDRAWAL AT DUE DATE" appears on your bill.

IMPORTANT REMINDER: PLEASE INFORM THE UTILITY BILLING DEPARTMENT OF ANY CHANGES IN CHECKING OR SAVINGS ACCOUNT NUMBERS.

If you have any questions, please contact the Utility Billing Department at (763) 493-8185.

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AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Name: _____

Address: _____

Utility Billing Account Number: _____ - _____

Daytime Phone: _____ Evening Phone: _____

Type of Account: ___ Checking (Please attach a voided check) ___ Savings (Please attach a deposit slip)

Bank Routing Number: _____ Bank Account Number: _____

Name of Financial Institution: _____

By signing below, I am authorizing the City of Brooklyn Park Utility Billing Department to automatically withdraw my utility payment directly from my checking/savings account.

(1) _____
SIGNATURE DATE

(2) _____
SIGNATURE (Optional Joint Account Holder) DATE

***PLEASE BE SURE TO ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP.**

I am currently an automatic payment customer and would like the above information to replace the existing information on file with the Utility Billing Division of Brooklyn Park.