

**CITY OF COON RAPIDS  
AUTOMATIC PAYMENT PLAN OPTIONS**



You can automatically pay your utility bill from your checking or savings account — no checks to write, stamps to buy or late payments. It's free, fast and completely hassle free!

<p><b>Q. How Do I Sign Up?</b></p> <p>A. It's easy. Simply complete and return the attached authorization form located at the bottom of this flyer.</p> <p><b>Q. How soon will my selected Automatic Payment Plan start?</b></p> <p>A. It begins the next billing cycle after we receive your authorization. Continue to pay your bill as usual until the message "DO NOT PAY" appears at the top of your statement.</p> <p><b>Q. If I don't sign up right now will I be able to enroll later?</b></p> <p>A. Yes. Simply call us at 763-767-6438 and we will send you an authorization form that you can fill out and mail back.</p> <p><b>Q. How can I be sure my bill has been paid?</b></p> <p>A. Your monthly bank or credit card statement will clearly reflect the automatic payment.</p>	<p><b>Q. What if I have a question about my bill?</b></p> <p>A. Call the City Utility Billing Department at 763-767-6438.</p> <p><b>Q. Is there a charge for this service?</b></p> <p>A. No. The City does not charge for automatic payments.</p> <p><b>Q. What if I change banks or accounts?</b></p> <p>A. Go to <a href="http://www.coonrapidsmn.gov/559/utility—billing">www.coonrapidsmn.gov/559/utility—billing</a> to print out an authorization form that you can fill out and mail back with your new information.</p> <p><b>Q. What if I try the automatic payment plan and don't like it?</b></p> <p>A. You can cancel your authorization for automatic payments at any time by notifying us.</p>
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**AUTOMATIC PAYMENT AUTHORIZATION**

**TO SIGN UP: RETURN COMPLETED FORM AND RECEIVE A ONE-TIME \$3.00 CREDIT**

**Return or fax this form to:**  
 City of Coon Rapids  
 11155 Robinson Drive  
 Coon Rapids, MN 55433  
 FAX: 763-767-6491

Continue to pay your bill as usual until the message "DO NOT PAY" appears at the top of your utility billing statement.

I understand that on the due date of each quarterly billing, I authorize the City of Coon Rapids to deduct the amount of the utility bill from this account.

CUSTOMER AND ACCOUNT NUMBERS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

BANK ROUTING / ACCOUNT NUMBER: \_\_\_\_\_

PRINT YOUR NAME(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**\*\*\*\$30.00 FEE ON ALL RETURNED PAYMENTS WILL APPLY\*\*\***