



City of Columbia Heights

AUTOMATIC PAYMENT PLAN

For payment of quarterly utility bills

Advantages of using the Automatic Payment Plan

Payment is automatically deducted from your specified bank account on the due date. Your bill is paid on time so you never have to worry about forgetting a payment, mailing it on time, or incurring late fees. Automatic Payments are extremely accurate. There are no checks to be lost, stolen or delayed in the mail and saves you the time of check writing and mailing checks, plus the cost of stamps and checks. The city will still send a regular quarterly bill indicating the amount due and date payment will be deducted.

Enrolling in the Automatic Payment Plan

To sign up, complete and sign the authorization form at the bottom and return to: City of Columbia Heights, 590 40th Ave NE, Columbia Heights MN 55421. You must also include a void check (for checking account) or deposit slip (for savings account). Automatic Payment will begin with your next bill provided the city receives the authorization form and void check/deposit slip at least 45 days prior to your next bill scheduled issue date. If you have questions call the Utility Billing Department, 763/706-3640.

How the Automatic Payment Plan works

Utility bills are paid automatically from your checking or savings account. There is no charge for this service. When your account is set up under the Automatic Payment Plan the message “**BANK PAYMENT**” will be indicated on your bill. Statements from your bank will show the amount of the deduction. Customers on the Automatic Payment Plan may cancel with written notification to the City of Columbia Heights at least 45 days before payment is to be deducted.

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Attach a void check (from checking account) or deposit slip (from savings account).

Customer name

Service address

Telephone number

Utility account number

Financial institution name

Financial institution address

I authorize the City of Columbia Heights to initiate entries to debit my bank account for the payment of city quarterly utility bills for the property mentioned above. I understand should I decide to discontinue this automatic payment plan I will notify the City of Columbia Heights in writing at least 45 days in advance before payment is to be deducted. The City of Columbia Heights also has the right to cancel my use of the plan at any time for any reason and will notify me in writing of the cancellation. In the event that my automatic payment is returned for any reason, I agree that a return item fee of \$30.00 will be charged.

Signature of customer

Date