# UTILITY DIRECT PAYMENT PLAN AND AUTHORIZATION

City of Menomonie
City Treasurer
800 Wilson Avenue
Menomonie, WI 54751
715-232-2221
www.menomonie-wi.gov

***Now you can pay your utility bill from your checking or savings account automatically. ** No checks to write, no envelopes or stamps to buy. It is free, fast and easy. ****

**Q: HOW DO I SIGN UP?**
**A:** Simply complete and return the attached authorization form and include a voided check or a bank issued online payment/direct payment form.

**Q: HOW SOON WILL THE AUTOMATIC PAYMENT PLAN START?**
**A:** The deduction should begin with the next quarterly bill. Watch for the phrase "BANK PMT" on your bill which will indicate that the direct payment plan is in effect for your account.

**Q: WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING OR SAVING ACCOUNT?**
**A:** It will be transferred on the date indicated on your bill, which will be approximately 18 days after the bill print date.

**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 should complete a new Utility Direct Payment Plan Authorization located on our website or you can call and request the form be mailed to you. Then complete and return the new form with a voided check or a bank issued online payment/direct payment form.

**Q: WHAT IF I WANT TO CANCEL THE DIRECT PAYMENT AUTHORIZATION?**
**A:** You can cancel your authorization for automatic payment at any time by printing a cancellation form located on our web site or by calling and requesting the form be mailed to you.

**Q: IF I DON'T SIGN UP RIGHT NOW, WILL I BE ABLE TO ENROLL LATER?**
**A:** Yes. Print the Direct Payment Authorization Form from our website or call and request one be mailed to you.

Please enroll me in the City of Menomonie's Utility Direct Payment Plan. I authorize the City of Menomonie to collect payment in full for my utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will remain in effect until I complete City of Menomonie cancellation form.

Name: _____ Utility Bill Account #: _____

Telephone #: _____ Service Address: _____

Email: _____

Deduct from: _____ Checking _____ Savings Bank Name: _____

Bank Account #: _____ Bank Routing #: _____

Authorized Signature on Bank Account: _____ Date: _____

**Return this form to: City of Menomonie, 800 Wilson Avenue, Menomonie, WI 54751. Please include a voided check or a bank issued online payment/direct payment form when you return this authorization.**