

The City of Avon's Utility Direct Payment Plan Q & A

Now you can pay your utility bill from your checking account automatically!!

Q: How do I sign up?

A: Simply complete and return this authorization form to the City Hall. Attach a voided check.

Q: How soon will the automatic payment plan start?

A: The deduction will begin with **NEXT MONTH'S BILL**. You must pay this month's bill by check/cash.

Q: When will the payment be transferred from my checking or savings account?

A: It will be transferred on the third Thursday of each month.

Q: How can I be sure my bill has been paid?

A: Your monthly bank statement will reflect the automatic payment.

Q: What if I change banks or accounts?

A: You can get a new form by going on-line at www.cityofavonmn.com or stop by City Hall.

Q: What if I want to cancel the direct payment authorization?

A: You can cancel your authorization for automatic payment at any time by notifying us in writing.

Q: If I don't sign up right now, will I be able to enroll later?

A: Yes, you can sign up at any time.

AUTHORIZATION FOR DIRECT PAYMENT

I authorize the **CITY OF AVON** and the financial institution named below to initiate electronic entries to my checking account. This authority will remain in effect until I notify Avon City Hall and the bank in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying the Avon City Hall **FIVE** days before my account is charged.

(NAME OF FINANCIAL INSTITUTION)

(BRANCH)

(CITY)

(STATE)

(ZIP CODE)

Account Number

Financial Institution Routing Number

(NAME – PLEASE PRINT)

(ADDRESS – PLEASE PRINT)

(SIGNATURE)

(DATE)

PAYMENTS WILL BE DEDUCTED FROM YOUR ACCOUNT ON THE
THIRD THURSDAY OF THE MONTH DUE.

PLEASE NOTIFY AVON CITY HALL IN WRITING IF YOU WISH TO CANCEL AUTHORIZATION.

STAPLE VOIDED
CHECK HERE