



Automatic Payment Enrollment Form

Now you can pay your water bill from your checking account *automatically*-no checks to write, stamps to buy, or late payments. And it's free!

- Q. How do I sign up?**
A. Simply complete and return the attached authorization to Utility Billing, and include a voided check.

- Q. How do I sign up with a credit card?**
A. Go to www.newbrightonmn.gov>Department Directory>Utility Billing. Select Pay My Bill. On the left side of the page select Utility Billing Payments. Enter your account number in the search box, choose your account, and select Please Click Here to register for AutoPay.

- Q. How soon will the automatic payment plan start?**
A. It should start with your next billing. A message will print on the utility bill stating "Auto Pay – Do Not Pay" instead of "amount due".

- Q. What if I change bank accounts?**
A. Just call us at 651-638-2101 and we will send you a new authorization form to complete.

- Q. What if I try the automatic payment plan and don't like it?**
A. You can cancel your authorization for automatic payments at any time by notifying us in writing. The changes will take place on the next quarterly water bill.

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Please enroll me in the City of New Brighton's automatic payment program. I authorize the City to collect payment of my utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check.

I understand that this authorization will continue unless discontinued by my written request.

Utility account number _____ Date _____

Print name _____ Sign _____

Remember to attach a voided check & return to:
City of New Brighton
Attn: Utility Billing
803 Old Hwy 8 NW,
New Brighton, MN 55112