



13069 Orono Parkway • P.O. Box 430
Elk River, MN 55330-0430
763-441-2020
Fax: 763-441-8099
www.ElkRiverUtilities.com

We would like to take this opportunity to remind all of our customers of the **AUTOMATIC BILL PAYMENT** option that is available for your Elk River Municipal Utilities bill.

It is a great way to manage your utility bills on a monthly basis and it's free! It's as easy as filling out the form on the backside of this letter, attaching a voided check and either delivering it to our office or enclosing it with your next utility bill payment. You will still receive a statement every month to inform you of the charges on your account. The total amount due would automatically be withdrawn from your checking or savings account on the 15th of every month.

- ❖ **STOP PAYING BANKS OR PAYMENT FIRMS** for making your payments, this is free
- ❖ **SAVE MONEY** on postage
- ❖ **SAVE TIME** by never having to deliver your payment
- ❖ **HAVE PEACE OF MIND** knowing that your payment will be on time every month
- ❖ **NEVER WRITE ANOTHER CHECK** for your utility bill again

If you are already enrolled in the Auto-Pay program, you already know of the great advantages of it and do not need to re-enroll. We would like you to benefit from the convenience of the Auto-Pay plan so if you have any questions regarding this program please feel free to call our office at 763-441-2020.

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AUTOMATIC BILL PAYMENT

We're pleased to offer our customers the option of Automatic Bill Payment for your utilities payments. You authorize regularly scheduled payments to be made from your checking or savings account. You will continue to receive your utility bill at least ten to fifteen days before the due date for your convenience. On a scheduled day the amount of the bill will be deducted from your bank account. Each payment will be itemized on your monthly bank statement. There is no charge for this service.

Simply complete the authorization form below and **include a voided check or withdrawal slip.**

If we receive notification that a payment is NSF, this plan will be cancelled.

CUSTOMER INFORMATION

Customer Name _____ Phone _____
Service Address _____
City _____ State _____ Zip _____
Account Number of Your Elk River Municipal Utilities Bill _____
Signature _____ Date _____

FINANCIAL INFORMATION

Financial Institution Name _____
Type of Account Checking (please enclose a voided check)
 Saving (please enclose a withdrawal slip)
Account Number _____
Financial Institution's Routing/Transit Number _____