

City of Crystal
Authorization Form –
Utility Billing Automatic Payment Plan

Please enroll me in the City of Crystal's utility billing automatic payment plan. 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 (for checking accounts) or deposit slip (for savings accounts). I understand that this authorization will continue in force unless discontinued by my written request.

Utility Account Number _____

Full Name _____

Customer's Billing Address _____

Daytime Telephone Number (_____) _____

Financial Inst Name and Routing Number _____

(Rt # is 9 digits) _____

Account Number _____ Type: ___Checking ___Savings

Signature _____ Date _____

Mail to: City of Crystal, Attn: Utility Billing, 4141 Douglas Drive N, Crystal, MN 55422
Remember to include your voided check or deposit slip, as specified above.

^ cut and return top portion ^

Why enroll?

It allows you to automatically pay your utility bills directly from your checking or savings account. There are no more checks to write, no postage to purchase, and late payments are eliminated. The service is free.

How does the plan work?

You will continue to receive utility bills indicating amounts due. Payments will be electronically deducted from your bank account on the stated due date and will be transferred to the city. Your next bill will reflect payment and your monthly bank statement will reflect the automatic withdrawal.

How do I enroll?

Complete and return the above authorization form. The city bills quarterly so, if you return the authorization form with your current payment, the first automatic payment should occur with the next billing. Please continue to pay the bill as usual until the message "Automatic Payment - Do Not Pay" appears on the top of your bill.

Can I cancel or change the service?

Yes. If you try the plan and find you don't like it, you may cancel your participation at any time by notifying us in writing. If you want to change bank accounts, you will need to complete a new authorization form.

Who do I call if I still have questions?

Please call the utility department at 763-531-1114.