



ACH Automatic Payments available in Winsted!

You can pay your utility bill from your checking or savings account automatically – no checks to write, stamps to buy, or late payments. It's free, fast and completely hassle-free!

Q. How do I sign up?

A. It's easy. Simply complete and return the authorization form to the right, and include a voided check (for checking accounts) or deposit slip (for savings accounts).

Q. How soon will the Automatic Payment Plan start?

A. It usually begins two billing cycles after we receive your authorization. (Banks encourage a "dry run" for the first billing cycle to make sure it works properly). Please continue to pay your bill as usual until the message **"DO NOT PAY – AUTOMATIC PAYMENT"** appears on your bill.

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

A. Yes. Simply call us at (320)485-2366 and we will send you an authorization form. Keep in mind that it may take two billing cycles from that time before the automatic payment plan is effective.

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 have a question about my bill?

A. Simply call the City Utility Billing Department at (320)485-2366 with any questions.

Q. Is there a charge for this service?

A. No. The City does not charge you for automatic payments and you can enjoy the savings of no postage to mail your bills.

Q. What if I change banks or accounts?

A. Just call us at (320)485-2366. 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*, but once you have enjoyed the convenience of the automatic payment plan, we doubt you will want to go back to paying bills the hard way.

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

A. It will be deducted from your bank account **on the due date or next business day**. Non-sufficient funds will be treated as a returned check and will be charged a \$30.00 return fee per item.



Automatic Payment (ACH) Authorization Form

Please enroll me/us in the City of Winsted's ACH Automatic Payment Program. I/We authorize the City to collect payment on my/our utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check (for checking account) or deposit slip (for savings account).

I/We understand that this authorization will continue in force unless discontinued by my/our written request.

Utility Account Number (*not your bank account*)

Service Address:

(1) Signature _____

(2) Signature _____
**If it is a joint bank account*

Date: _____

Please Check One:

Checking: _____ Savings: _____

Attach Voided Check (for checking account) or Deposit Slip (for savings account).