



# Waseca Utilities



## SAVE TIME AND MONEY WITH AUTOMATIC BANK PAYMENTS!

- Q. What are automatic bank payments?  
A. Automatic bank payments are an automatic transfer program that allows you to pay your utility bill without writing a check.
- Q. What are the advantages of automatic bank payments?  
A. It saves you time! It simplifies your life! You will never have a late fee. It ends the hassle of remembering to pay your utility bill, saves postage, and eliminates check writing or purchasing a money order.
- Q. How is my automatic bank payment automatically deducted from my account?  
A. Once you authorize the transfer, your payment is electronically transferred directly from your checking or savings account to the City of Waseca's Utility account.
- Q. When will my utility payment be deducted from my account?  
A. Your payment will be deducted from your account on the due date of your utility bill. If the due date falls on a weekend or holiday, your payment will be deducted from your account the following business day.
- Q. If I don't write checks, how do I keep my checkbook balance straight?  
A. Since your payment is made on the due date, you simply record it in your check register on the appropriate date. You will still receive a copy of your bill at the beginning of each month with the amount to be withdrawn from your account. This payment is detailed on your monthly bank statement.
- Q. Without a canceled check, how can I prove I made my payment?  
A. Your bank statement gives you an itemized list of electronic payments. It's your proof of payment and is detailed on your monthly bank statement.
- Q. Are automatic payments risky?  
A. Automatic payments are less risky than check payments. It can't be lost, stolen or destroyed in the mail, and it has an extremely high rate of accuracy.
- Q. What if I change bank accounts?  
A. The City of Waseca Utility Billing Department will provide you with a new authorization form to complete. Please allow up to 30 days for the processing of your request after it has been submitted.
- Q. How much does an automatic bank payment cost me?  
A. It costs you nothing and saves you time and postage. It simplifies your life!
- Q. What if I try automatic bank payments and don't like it?  
A. You can cancel your authorization for electronic bank payments. Please allow up to 30 days for the processing of your request after it has been submitted. But, once you've enjoyed the convenience, time and money savings of automatic bank payments, we doubt you'll want to go back to making payments the way you did before.
- Q. How do I sign up for automatic bank payments?  
A. Complete and sign the authorization form below. Then detach the form at the perforated edge and return it to the City of Waseca Utility Billing Department with a voided check for a checking account or savings deposit slip for a savings account.  
**Please call the Utility Billing office at (507)835-9718 with any questions.**

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**Waseca Utilities Automatic Bank Payment Plan Form**

Checking Account No. \_\_\_\_\_ OR Savings Account No. \_\_\_\_\_

Full Name on Account \_\_\_\_\_

Financial Institution's Name \_\_\_\_\_

Financial Institution's Address \_\_\_\_\_

I hereby authorize Waseca Utilities to initiate transactions to debit the above-referenced account on a monthly basis for payment of my utility bill. This authority is to remain in full force and effect until Waseca Utilities has received from me notification of its termination in such a time and manner as to allow a reasonable opportunity to act upon it.

Service Address \_\_\_\_\_ Utility Account No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Attach a voided check for checking accounts or a savings deposit slip for savings accounts.**