MELROSE PUBLIC UTILITIES

AUTOMATIC PAYMENT PLAN

The Melrose Public Utilities offers this service to allow customers to pay their monthly bills automatically.

HOW IT WORKS

With prior authorization on the 25th of each month, the Melrose Public Utilities will automatically debit your checking or savings account from any financial institution with the exact amount due on your utility bill. This can also be used on budget billing accounts. Payment will appear on your bank statement and you will continue to receive a monthly bill from the Melrose Public Utilities indicating the bill has been paid. Simply deduct the amount from your checking or savings account.

FOLLOW THESE STEPS TO APPLY

1. Fill out the authorization form below.
2. If your payment is to be deducted from a checking account, enclose a blank check. Write VOID across it, do not sign it.
3. If your payment is to be deducted from a savings account, enclose a deposit slip that has your account number on it.

PLEASE NOTE: You will need to pay your current bill and this automatic withdrawal will begin with your next billing.

If interested in this ***free service***, please complete the information below and drop off at the City Center or mail to:

Melrose Public Utilities
225 1st St NE
Melrose MN 56352

Any questions, call 256-4278.

AUTOMATIC PAYMENT PLAN AUTHORIZATION

NAME:_____

ADDRESS:_____

MELROSE PUBLIC UTILITIES ACCOUNT #:_____

FINANCIAL INSTITUTION:_____

FINANCIAL INSTITUTION ADDRESS:_____

TYPE OF ACCOUNT TO DEBIT: ☐ **CHECKING** ☐ **SAVINGS**

DAYTIME PHONE NUMBER:_____

SIGNATURE:_____ **DATE:**_____