

## City of Woodland Direct Utility Payment Information and Authorization Form for Direct Utility Payments

**Starting with the July 2009 utility billing, you can pay your City utility bill from your checking or savings account automatically. It is free and easy. There is no charge to sign up and no charge to use the direct pay service to pay City utility bills.**

**Q: HOW DO I SIGN UP?**

**A:** Simply complete the Direct Payment Authorization Form on the back and return it to Woodland City Hall with a voided check (for checking accounts) or a savings deposit slip (for savings accounts).

**Q: HOW SOON WILL THE AUTOMATIC PAYMENTS START?**

**A:** The deduction should begin with the next billing cycle (quarterly). Watch for the notation on your bill that states "DO NOT PAY – AUTO DEDUCTION WILL OCCUR ON DUE DATE" which indicates the automatic deduction has begun. We will continue to mail you a quarterly utility bill for your records.

**Q: WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING OR SAVINGS ACCOUNT?**

**A:** It will be transferred on the due date indicated on your bill.

**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 CHANGE BANKS OR ACCOUNTS?**

**A:** You can download the direct payment form from the City's web page at [www.cityofwoodlandmn.org](http://www.cityofwoodlandmn.org) or call us at 952-474-4755 and request that a Direct Payment Authorization Form be mailed to you. Simply complete and return this authorization form and include a new voided check (for checking accounts) or a savings deposit slip (for savings accounts).

**Q: WHAT IF I WANT TO CANCEL THE DIRECT PAYMENT AUTHORIZATION?**

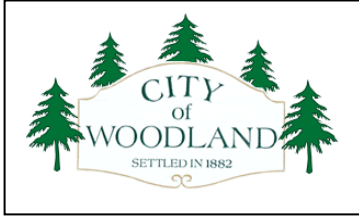
**A:** You can cancel your authorization for automatic payment at any time. Simply notify us in writing regarding the cancellation.

**Q: IF I DO NOT SIGN UP NOW, WILL I BE ABLE TO SIGN UP LATER?**

**A:** Yes. You can sign up at any time by going to the website to download the Direct Payment Authorization Form or call the City at 952-474-4755 to request a Direct Payment Authorization Form be sent to you. Complete the form and mail it to the City Hall.  
*City of Woodland, 20225 Cottagewood Road, Deephaven, MN 55331*

**Q: HOW SOON WILL THE DIRECT PAYMENT OPTION BE AVAILABLE?**

**A:** Starting with next quarter, the July 2009 Billing. If you want to start this option for the next utility bill (July billing), complete the form on the back and return it to the City prior to July 1, 2009.



## **City of Woodland**

20225 Cottagewood Road,  
Deephaven, MN 55331  
952-474-4755

### **Authorization Form for Direct Utility Payments**

**Complete the form below to authorize the City to set up direct payment of your City utility bill for sewer and water service each quarter.**

**There is no charge.**

### **AUTOMATIC PAYMENT AUTHORIZATION FORM**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Mailing Address (if different from billing address) \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_  
9 digit ABA number

Bank Account #: \_\_\_\_\_

Type of account: \_\_\_ Checking or \_\_\_ Savings

#### **YOU MUST ATTACH A VOIDED CHECK (for checking) OR SAVINGS DEPOSIT SLIP (for savings)**

Please enroll me in the City of Woodland Direct Utility Payment Program. I authorize the City of Woodland through an agreement with Vanco Services, LLC to collect payment, in full, of my city utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will continue in force until it is discontinued by my written request to terminate the Direct Payment Service.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return this form to: City of Woodland, 20225 Cottagewood Road, Deephaven, MN 55331**