



Experience LIFE in the Park

Automatic Utility Bill Payment- Recurring Credit Card

The City of St. Louis Park offers an automatic payment plan to make it more convenient for customers to pay their bill for water, sewer, storm drainage and solid waste collection. With your authorization, the City of St. Louis Park can automatically collect the amount due on your utility bill directly from your credit card. Automatic payment offers you these benefits –

- Guaranteed payment of your utility bill on the due date
- No check writing
- No postage costs
- Guaranteed bill payment during extended absences

When you enroll in the Automatic Payment Plan, you will still receive your normal billing statements notifying you of your total bill and the date your account will be charged. Signing up for automatic payment will not change your billing or payment schedule. If you have any questions about Automatic Payment, please call the utility billing office at 952/924-2111.

If you would like to enroll in the automatic payment plan, simply complete this form and return it to the City of St. Louis Park by mailing to: **Utility Billing Office – City Hall, 5005 Minnetonka Blvd, St. Louis Park, MN 55416**. The completed form can also be placed in one of the drop boxes located at City Hall. **DO NOT FAX THIS FORM. DO NOT SEND WITH YOUR PAYMENT.**

The Automatic Payment Plan may not take effect until your next billing cycle. Please continue to make your payment until you see “AUTOMATIC PAYMENT – DO NOT PAY” at the top of your bill.

I/we understand that this-authorization remains in full force and effect until the City of St. Louis Park receives written notification from me/us of its termination in such time and manner as to afford the City a reasonable opportunity to act. If my/our credit card number changes, it is my/our responsibility to notify the City. **I/we understand that if I/we move, the final bill cannot be paid via the Automatic Payment process and I/we will make other arrangements to pay this bill. I/we understand that the credit card given will be debited for the outstanding balance amount due each time I/we have a due date.**

For joint accounts, please provide both names and signatures:

Signature(s): _____

Full name(s): _____

Service address: _____

Utility bill account number (see upper left corner of your bill): _____

Daytime phone number (include area code): _____/ _____

Date: _____

I/we authorize the City of St. Louis Park to initiate entries to debit my/our credit card as described below:

Credit Card #: _____(Credit card # is stored at a secure 3rd party site)

Name on the Card: _____

Card Type: _____ (Accepted: Visa, MasterCard, Discover, and American Express)

CSV Code: _____ (3 digit code on back of card)