



# City of Hugo

14669 Fitzgerald Avenue, N. Hugo MN 55038 ♦ (651) 762 6300 ♦ Fax (651) 426 8126

The City of Hugo's Automatic Payment Plan is here!

**NOW YOU CAN PAY YOUR UTILITY BILL FROM YOUR CHECKING OR SAVINGS ACCOUNT AUTOMATICALLY. (NO CHECK TO WRITE OR STAMPS TO BUY). IT'S FREE, FAST AND EASY.**

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

A. Simply complete and return the attached authorization form and include a voided check (from your checking account).

**Q. HOW SOON WILL THE AUTOMATIC PAYMENT PLAN START?**

A. This payment will begin with your next quarterly billing cycle. Please continue to pay your bill as usual until the message: "AUTO DRAFT - DO NOT PAY" appears on the bottom of your bill.

**Q. IS THERE A CHARGE FOR THIS SERVICE?**

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

**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. Call the City Utility Billing Department at 651 762 6309 immediately upon receipt of your bill.

**Q. WHAT IF I CHANGE BANKS OR ACCOUNTS?**

A. Call us at 651 762 6309. We will send you a new authorization form to complete.

**Q. WHAT IF I TRY THE AUTOMATIC PAYMENT PLAN AND DON'T LIKE IT?**

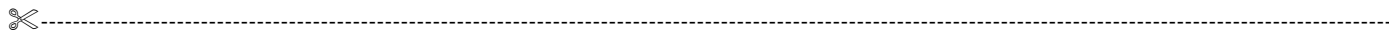
A. You can cancel your authorization for automatic payment at any time. Simply notify us in writing regarding the cancellation of your Automatic Payment Plan.

**Q. WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING ACCOUNT?**

A. The payment will be transferred on the due date indicated on your bill.

**Q. IF I DON'T SIGN UP RIGHT NOW, WILL I BE ABLE TO ENROLL LATER?**

A. Yes. Call us at 651 762 6309, and we will send you an authorization form. You may also print a copy of the authorization form off the City's website at [www.ci.hugo.mn.us](http://www.ci.hugo.mn.us).



**AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM**

Please enroll me in the City of Hugo's Automatic Payment Program. I authorize the City of Hugo to collect payment of my utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check (required for checking accounts). I understand that this authorization will continue in force unless discontinued at my written request.

Utility Account No: \_ \_ \_ - \_ \_ \_ - \_ \_ \_

Indicate form of payment CHECKING  (attach voided check)

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

Property Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Return form to: City of Hugo, Utility Billing, 14669 Fitzgerald Avenue Hugo, MN 55038