



CITY OF
INVER GROVE
HEIGHTS

Automatic Bill Payment Authorization Form

Automatic Bill Payments

Automatic Bill Payments - Utility bills are paid automatically from your checking account on the due date or if the due date falls on a weekend or holiday it will be deducted the next business day after.

Time and Money Savings - You save time spent writing and mailing checks, plus the cost of stamps, checks, and envelopes.

Reliable - Your bill is paid on time, every time. You never have to worry about forgetting a payment or mailing it on time.

Safe - There are no checks that can be lost, stolen, or delayed in the mail.

Here is How it Works - This service is FREE. To sign up for automatic payment, complete and sign the attached authorization form and return it to the City of Inver Grove Heights. You must include a voided check with your authorization form. You can also sign up online at www.ighmn.gov and click on Water Billing. There you can register your account and sign up for auto-pay with a credit/debit card or a checking account.

Frequently Asked Questions

Q. How do I sign up?

A. It's easy. Simply complete and return the authorization form (on the reverse side). You will need to include a voided check. You can also sign up online at www.ighmn.gov and click on Water Billing. There you can register your account and sign up for auto-pay with a credit/debit card or a checking account.

Q. How will I know if my Automatic Payment Plan election is activated?

A. You will still receive your billing statement. You will need to continue to pay your bill as normal until "**PAID BY DRAFT**" appears on the top stub portion of your billing statement.

Q. How can I be sure my bill has been paid?

A. Your monthly bank statement will clearly reflect the automatic payment. Your next billing will also include a debit for the amount of the billing on it.

Q. What if I have questions about my bill?

A. Call the City of Inver Grove Heights Utility Billing Department at 651-450-2500.

Q. Is there a charge for this service?

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

Q. What if I try the Automatic Payment Plan and don't like it?

A. You can cancel your authorization for automatic payments at any time by notifying us in writing. But once you've enjoyed the convenience of the Automatic Payment Plan, we doubt you'll want to go back to paying bills the hard way. If you have signed up online, you will need to cancel it on your registered utility account.



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Automatic Bill Payment Authorization Form

Please fill out a separate form for all account numbers.

I / We authorize the City of Inver Grove Heights to initiate entries to debit my / our bank account for the payment of City utilities at:

Property Address:

Inver Grove Heights, MN.

Financial Institution's Name:

Attach a Voided Check

The authority is to remain in full force and effect until the City has received written notification from me / us of its termination in such time and manner as to afford the City a reasonable opportunity to act on it.

Signature:

Print Name:

Signature:

Print Name:

Telephone number:

Date:

Utility Account Number:

Retain for your records

On (date)

I/We authorize:

City of Inver Grove Heights

8150 Barbara Avenue

Inver Grove Heights, MN 55077

651-450-2500

To initiate electronic entries to my/our checking or savings account and agree to the terms listed on the authorization form for the payment of my/our utility bill.