



City of **MENOMONIE**

City of Menomonie
City Finance Department
800 Wilson Avenue
Menomonie, WI 54751
Phone 715-232-2221
www.menomonie-wi.gov

Utility Direct Payment Plan and Authorization Form

To enroll:

- Complete this authorization form and include a voided check or a bank-issued direct payment form.
- Return the completed form to the City of Menomonie Utility Billing Department with the address in the header above.

Once enrolled:

- Automatic payments will begin with your next quarterly bill.
- Look for "DO NOT PAY" on your bill to confirm your account is set up.
- Payments will be withdrawn on the date shown on your bill (18th of month or next business day if Holiday/Weekend.)
- Your bank statement will show the automatic payment each billing cycle.

If your banking information changes:

- Complete and return a new authorization form with your updated account information and a new voided check or bank form.

To cancel automatic payments:

- You may cancel anytime by submitting a cancellation form (available on our website or by request).

You may also enroll, update, or cancel later at any time by visiting our website or calling the Utility Billing Department at 715-232-2221.

Please enroll me in the City of Menomonie's Utility Direct Payment Plan. I authorize the City of Menomonie to collect payment in full for my utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will remain in effect until I complete City of Menomonie cancellation form.

Name: _____

Utility Bill Account #: _____

Telephone: _____

Service Address: _____

Email: _____

Deduct from: **Checking** **Savings**

Bank Name: _____

Bank Account #: _____ **Bank Routing #:** _____

Authorized Signature on Bank Account: _____ **Date:** _____