



Automatic Utility Bill Payment

The City of Dayton offers an automatic payment plan to make it more convenient for customers to pay their bi-monthly bill for water and sewer. With your authorization, the City of Dayton can automatically collect the amount due on your utility bill directly from your checking or savings account. 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'll 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 Brandi Szenay at 763-323-4003. If you'd like to enroll in the automatic payment plan, simply complete this form and return it to the City of Dayton along with one of the following:

Voided check - if you selected a checking account to be debited

Savings deposit slip - if you selected a savings account to be debited

The Automatic Payment Plan will not take effect until your next billing cycle. Please continue to make your payment until you see "**AUTO PAY**" at the bottom of your bill.

I authorize the City of Dayton to initiate entries to debit my account as described below:

Checking Account #: _____
(Please attach a voided check)

Savings Account #: _____
(Please attach a voided savings deposit slip)

I understand that this authority remains in full force and effect until the City of Dayton receives written notification from me of its termination in such time and manner as to afford the City a reasonable opportunity to act. I understand that if I move, the final bill cannot be paid via the Automatic Payment process and I will make other arrangements to pay this bill.

Signature: _____

Full Name: _____

Service Address: _____

Utility Billing Account Number: _____

Contact Phone Number: _____

Date: _____

Mail to: City of Dayton, Utility Billing, 12260 S. Diamond Lake Rd, Dayton, MN 55327 or you can drop off in drop box located in front of City Hall.