

## Authorization Statement for E-Mail & Automatic Bill Payment

I hereby authorize the City of Victoria and the financial institution named below to make debit entries from my bank account for the payment of my City utility bill. I understand that this authority will remain fully effective until I cancel my authorization by calling (651) 255-0923 or by sending a written notice to the address below, providing the City a reasonable opportunity to act upon my notice. I have the right to stop payment within seven (7) days of my billing due date, but I must notify the City of Victoria Utility Billing Department of this stop payment request. I understand that the City of Victoria reserves the right to terminate this payment plan or my participation in it. A \$30 NSF fee will apply for items returned for non-payment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Utility Billing Account Number (from upper right corner of bill)

(\_\_\_\_)\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Name on Account (please print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name of Banking Institution (Please attach a voided check or savings account deposit slip)  Checking Account  Savings Account

Yes, please send my utility bill via e-mail to\* \_\_\_\_\_

\_\_\_\_\_  
E-Mail Address (available only to Auto Pay Customers)

\*You will no longer receive a bill in the mail.

Include this form with your current utility payment and mail to:

City of Victoria  
PO Box 251040  
St. Paul, MN 55125

(651) 255-0923

CITY OF VICTORIA

## Utility Bill E-Mail & Automatic Payment Plan

*Save yourself some time,  
avoid postage and late fees,  
and help the City use less  
paper and reduce payment  
processing costs!*



PO Box 251040  
St. Paul, MN 55125  
Phone: (651) 255-0923  
Fax: (952) 443-2110  
[www.ci.victoria.mn.us](http://www.ci.victoria.mn.us)

## Payment Processing Costs

The City of Victoria strives to provide cost-efficient utility services to City residents and businesses. We continually look for ways to reduce our expenses so we can keep rates as low as possible. **You can help us!**

The City currently offers a variety of payment methods. The cost of processing a payment varies depending on the payment method. Listed below are the average costs to process a payment:

- ◆ **Receive bill by E-mail and use Auto Payment**      **\$0.08/payment**
- ◆ **Receive bill by mail and use Auto Payment**      **\$0.60/payment**
- ◆ **Receive bill by mail and Mail to St. Paul address**      **\$1.00/payment**
- ◆ **Receive bill by mail and drop off at City**      **\$3.16/payment**
- ◆ **Receive bill by mail and pay by Credit Card**      **\$9.00/payment**

You can save the City a lot of money by signing up for automatic payment, and **even more if you sign up for e-mail billing!**

## Frequently Asked Questions

### Q. How do I sign up?

A. Complete the authorization form on the back and mail it with your payment to PO Box 251040, St. Paul, MN 55125. You must include a voided check (for checking accounts) or deposit slip (for savings accounts).

### Q. How soon will the Automatic Payment Plan start?

A. It may take one billing cycle after your authorization is received. Please continue to pay your bill as usual until the message “**DO NOT PAY – account is being drafted for amount owed.**” appears on your bill in the *Amount Due* box.

### Q. When will the payment be transferred from my checking or savings account?

A. Your payment will be transferred from your account on the billing due date.

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

A. Your monthly bank statement will reflect the automatic payment.

### Q. What if I have questions about my bill?

A. Call the Utility Billing Department at (651) 255-0923.

### Q. What if I change banks or accounts?

A. If you change banks or your account number, you will need to complete a new form. You may download the form from the City’s website: [www.ci.victoria.mn.us](http://www.ci.victoria.mn.us); or call us at (651) 255-0923, and we will send you a 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 payments at any time by calling (651) 255-0923.



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