DIRECT PAYMENT PLAN

The City of Cologne offers a Direct Payment Plan so you can have your municipal utility (water/sewer) bill automatically withdrawn from your checking account. This is the most cost-effective way for the city to collect utility bill payments. The Direct Payment Plan will help you in several ways:

- No more late charges! Payment is always on time
- Payment is made even if you're on vacation or out of town
- Saves on postage
- It's easy to sign up for, easy to cancel

Here's how the Direct Payment Plan works:

You authorize monthly payments to be made from your checking account. You will still receive your billing statement, so you can record the amount of your bill and check its accuracy. On the 15th of every month, your bank automatically deducts your payment from your checking account. If the 15th falls on a weekend, the payment will come out of your account on the next business day.

The Direct Payment Plan is dependable, flexible, convenient, and easy. **To take advantage of this service, fill in this authorization form, print it, sign and date it, and return it to us:**

- Email to info@colognemn.com
- Mail to City of Cologne, PO Box 120, Cologne, MN 55322
- Drop form in one of the drop boxes - outside the Cologne Fire Station at 110 Louis St W. or outside City Hall at 1211 Village Parkway
- Bring to City Hall during business hours

AUTHORIZATION FOR DIRECT PAYMENT

I authorize the City of Cologne and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my payment is made.

Name of Financial Institution _____

Financial Institution Routing Number _____
(Found between these symbols |: |: on the bottom left of your check)

Checking Account Number _____

Name _____

Address _____

Primary Phone # _____

Primary Email _____

Signature/Date _____

Office Use
Account #/Date Completed _____