



**Brainerd Public Utilities**

8027 Highland Scenic Road  
P.O. Box 373  
Brainerd, MN 56401-0373  
Phone (218) 829-8726  
Fax (218) 829-4703

**Brainerd Public Utilities  
Automatic Payment Plan**

Sign up for automatic bank pay and have your BPU bill automatically deducted from your checking, savings, Visa  or  MasterCard each month.

Automatic bill pay saves time, worry, aggravation, and money. You no longer have to worry about writing the check, mailing your payment, or driving to the BPU office to pay the bill, which will save money on postage and/or fuel. You never have to go out in bad weather to pay your bill, nor do you have to worry about your payment getting lost in the mail. The bill will always be paid on time, so you never incur late charges.

You will continue to receive your utility bill each month allowing to you to review your charges. The payment will be automatically deducted from your account on the due date of your bill.

If you change your bank account or credit card, please notify BPU as soon as possible at 218-825-3201 to update your account information. You will need to complete and sign a new Automatic Payment Authorization Form and if it is a new bank account, you will need to attach a voided check.

If there are insufficient funds in your bank account when the payment is deducted, a service fee of \$30 will be charged to your account. You will be required to pay the NSF bank draft and the service fee with cash or money order. If BPU receives more than two (2) returned bank drafts in a 12 month period, you are automatically removed from direct payment and all future payments have to be made with cash or money order.

**You may cancel your enrollment in the automatic payment program by giving BPU a written 30 day notice.**

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**AUTHORIZATION FOR DIRECT PAYMENT**  
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I authorize Brainerd Public Utilities and the financial institution named below to make automatic payments from the account I have specified on this authorization form. I understand that this authority is to remain in effect until cancelled in writing by myself, Brainerd Public Utilities, or the financial institution designated.

If utilizing direct payment from a checking account I have attached a voided **check** showing my account number and routing transit/ABA number.

Brainerd Public Utility Account number as it appears on my utility bill \_\_\_\_\_

Customer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Customer's Address \_\_\_\_\_

Account type: Checking[  ] Savings[  ] Visa[  ] Master Card[  ]

Bank Account # \_\_\_\_\_ Routing  Transit/ABA  \_\_\_\_\_

**OR**

Credit Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Kara at Brainerd Public Utilities with any questions at 218-825-3201. Return completed form to Brainerd Public Utilities, PO Box 373, Brainerd, MN 56401

**WRITTEN 30 DAY NOTICE NEEDED TO BE TAKEN OFF BANK DRAFT PAYMENT**