



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 Bill Pay**

Sign up for automatic bill pay and have your BPU bill automatically deducted from your checking or savings account 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 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 checking/savings account, please notify BPU as soon as possible at 218-825-3201. You will need to complete and sign a new Automatic Bill Pay Authorization Form. Changes to your debit or credit card need to be updated directly on our website by logging into your account and editing the card you selected to have billed each month.

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 automatic bill pay and all future payments have to be made with cash or money order.

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

AUTHORIZATION FOR AUTOMATIC BILL PAY

I authorize Brainerd Public Utilities (BPU) 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.

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

Customer's Name _____ Phone # _____

Service Address _____

Checking/Savings Account

OR

Credit Card

Checking [] Savings []

Name on Acct _____

Bank Name _____

Bank Routing # _____

Bank Account # _____

To set up automatic payments via debit or credit card, please visit us online at www.bpu.org and create an account.

- Click on Pay My Bill
- Click on Pay Online & create your account
- Choose option to enroll in auto pay
- Select date for the payment to process
- **Please make sure the date selected is on or before your due date**

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

Signature _____ Date _____

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