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

Enjoy the convenience of Automatic Bill Pay by having your utility bill securely deducted from your checking or savings account—no stamps, no trips to the office, and no credit card fees. It's hassle-free, cost-effective, and ensures your bill is always paid on time. Sign up and have your BPU bill automatically deducted from your checking or savings account each month. To participate in automatic bill pay, you must be the primary account holder.

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.

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 contacting our business office with at least a 30 day in advance 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_____

To enroll in Automatic Bill Pay, you must provide one of the following bank verifications:

____ **I have attached a voided check showing my account number and routing number.**

____ **I have provided an official Bank Verification Letter from my bank confirming account ownership, routing, and account number.**

Checking [ ] Savings [ ]

Name on Acct_____

Bank Name _____

Bank Routing #_____

Bank Account #_____

Signature_____ Date_____

Return the completed form to Brainerd Public Utilities, PO Box 373, Brainerd, MN 56401 or via email to bpu@brainerdmn.gov
Contact Kara at BPU with any questions at 218-825-3201.