DIRECT PAYMENT AUTHORIZATION FORM

I,(we) authorize the City of Bloomington ("the City") to initiate variable entries to my (our) bank account for the Utility Account(s) identified herein. This authority is to remain in full force and effect until the City has received written notification from me (either one of us) of its termination in such time and manner as to afford the City a reasonable opportunity to act on it.

ATTACH VOIDED CHECK or DEPOSIT SLIP FOR SAVINGS ACCOUNTS

Please pay your current bill as usual to allow for setup time.

UTILITY ACCOUNT NUMBER _____

☐☐☐☐☐☐-☐☐☐☐☐☐

Signature 1 _____ 2 _____

Printed Name 1 _____ 2 _____

Date _____ Telephone _____

Address _____

☐ Checking Bank Name _____

☐ Savings Bank Address _____

routing number

[ ][ ][ ][ ][ ][ ][ ][ ][ ]

account number

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Payments

Auto-pay – Save time, postage and avoid late fees. Fill out the form above and on the due date we'll debit your savings or checking account automatically. *(Please pay the current bill as usual to allow for setup time)*
By Mail – Using the return envelope enclosed with your bill, mail your payments to: City of Bloomington, Utility Billing Division, 1800 W Old Shakopee Rd. Bloomington MN 55431-3027. Please mail payments seven days in advance of the due date to ensure on-time arrival of payment.
In Person – Bring your payment to City Hall and pay the cashier in the Finance Department on the 2nd floor. For your convenience there is a drop box in the southwest parking lot and at each of the main entrances. If you are paying on the due date, bring the payment inside to the cashier in order to have the payment posted to your account that day.
By Credit Card – Call the cashier at (952-563-8757) from 8 a.m. to 4:30 p.m. Monday through Friday. We accept VISA credit & debit cards, MASTERCARD and DISCOVER CARD.
Avoid Costly Mistakes – When using your bank's bill paying service to pay your utility bill, make sure the account number and the amount is correct before you submit the payment.

Delinquent Accounts (Section 11.07 and 11.08 of the City Code)

Water Shut-off - When an account remains unpaid for a time specified by City Ordinance and after a Notice of Disconnection has been mailed, the water may be disconnected for non-payment. Once service is disconnected for non-payment the account must be paid in full along with the associated service charges before the water will be restored. *Once water is turned off and not restored immediately, the property will be condemned as unfit for human occupancy and must be vacated.*

Certification of Delinquent Utility Charges for Collection with Property Taxes - Delinquent utility service charges, associated administrative fees, plus interest, will become a lien on the property and be certified to be collected with next year's property taxes. Notices are mailed on or before July 1st each year and a list of delinquent accounts is published in the Sun Current in mid-August.

Change of Ownership

At least 3 days prior to closing the sale: Call the Utility Billing Division (952-563-8726) and provide the following information: The forwarding address for the final bill, a telephone number where you can be reached, the closing date and the name of the new owner if available.
Within 24 hours of closing: Please take an inside meter reading (including all stationary numbers) and call the meter reading message line (952-563-4971). Leave your name, the address of the property, and the full meter reading after the recorded message. A final bill will be mailed to you at your new address.

Estimated Water Charges

In the event we are unable to obtain a current reading from your meter, your water consumption may be estimated. Please call the Utility Billing Division (952-563-8726) as soon as possible if your water consumption is estimated. There are several reasons why we may be unable to obtain a reading. Your meter may need to be serviced. To avoid estimated water charges during a seasonal or temporary vacancy, speak with a customer service representative prior to the vacancy.

Additional Utility Information

Go to www.ci.bloomington.mn.us Government & Law > City Code > Chapter 11 or www.ci.bloomington.mn.us A to Z > Water Billing