



Auto-Pay Authorization Form

Q: HOW DO I SIGN UP?

A: Complete this form, include a voided check (checking account) or deposit slip (savings account) and drop off or mail to the city at the address at the bottom of this form.

Q: HOW SOON WILL THE AUTOMATIC PAYMENT DEDUCTIONS BEGIN?

A: Please allow two weeks to set up your automatic withdrawal(s) once you have turned in your form to city hall. Your automatic payment(s) will take place the week prior to the due date. **Note: If you are returning this form with your annual bill, your auto-pay plan will be set up and your automatic payment will take place the week prior to the due date or upon receipt (whichever is first).**

Q: HOW CAN I BE SURE MY BILL HAS BEEN PAID?

A: Your bank statement will reflect the automatic payment.

Q: WHAT IF I CHANGE BANKS OR ACCOUNTS?

A: Call 952.474.6633 or email administrator@greenwoodmn.com with any changes.

Q: WHAT IF I TRY THE PLAN AND DO NOT LIKE IT?

A: Just call 952.474.6633 or email administrator@greenwoodmn.com to stop the program.

By completing this form, I authorize the city of Greenwood to collect payment of my bill by initiating a deduction from the bank account checked below.

Checking account (**attach a voided check**)

Savings account (**attach a deposit slip**)

Date	
Your Name	
Mailing Address, City, State, Zip	
Property Address, City, State, Zip	
Bank Name	
Bank Phone Number	
Bank Routing Number	
Bank Account Number	
Signature	

