

Sign Up For Direct Payment of Your Utility Bill

The City of Champlin now offers direct payment services for your utility bill. With this program your utility payment is automatically paid from your checking or savings account on the date it is due. Your bill is paid on time every time!

To sign up fill out the form below and submit it along with a voided check or savings withdrawal slip to the City of Champlin.

Within two months, you will receive your City of Champlin utility bill saying, "BANK PMT". Until you see the direct pay plan message, you will need to make your payments as usual.

Once the direct pay plan is in effect, you will continue to receive your monthly City of Champlin utility bill. The payment will be debited from your account on the 23rd of each month unless the 23rd falls on a Saturday, Sunday or Holiday. In that case, the payment will be withdrawn on the last business day before the 23rd.

With the direct pay plan you have two records of payment, your City of Champlin bill and your bank statement.

The direct pay plan is a free service and you can cancel at any time. If you decide to cancel your direct pay plan notify the City of Champlin in writing.

Please note that once the direct pay plan is in effect the total balance, including any past due amount, will be deducted from your account.

Process for insufficient funds:

1st Time: The City will notify you that there are insufficient funds and charge your account for the NSF charge.

2nd Time: The City will notify you that there are insufficient funds and charge your account for the NSF charge. The City will also suspend your direct payment privileges for three (3) months. You will be required to pay by check or cash. After the three (3) month time lapse, you will be eligible to re-apply.

3rd Time: The City will notify you that there are insufficient funds and charge your account for the NSF charge. The City will also suspend your direct payment privilege for 1-year. You will be required to pay by check or cash. After the 1-year time lapse you will be eligible to re-apply.

**City of Champlin
Application for Direct Pay Plan
Utility Bill**

Name on City Account (Please Print): _____

City Utility Account Number: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Financial Institution's Name: _____

Financial Institution's Address: _____

Checking Account Number: _____

Or

Savings Account Number: _____

Routing Number: _____

(Between these symbolsψ: XXXXXXXXXX ψ:
on the bottom left of your check or savings deposit slip.)

Authorized Signature on Bank Account Date

Joint Signature on Bank Account Date

ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP

Return to: City
of Champlin Attn:
Utility Billing
11955 Champlin Drive
Champlin, MN 55316

Questions Contact:

- Jeanne Goodwater at 763/923-7137 or jgoodwater@ci.champlin.mn.us
- Holly Fox at 763/923-7135 or hfox@ci.champlin.mn.us