



Water Department

P.O. Box 1066
200 3rd Street North
Fargo, ND 58107-1066
Phone: 701-241-1324
Fax: 701-476-4188

Automatic Monthly Utility Bill Payment Options

Option 1:

To setup online auto payment visit www.cityoffargo.com/payonline and click on the "Pay and manage utility bill" link. From there you can set up a free account that can be used to schedule a recurring monthly payment with your Visa, MasterCard, Discover or E-Check. Your recurring payment will be made each month according to the payment instructions you set up. You can manage, edit, and delete your scheduled payment settings online anytime. This service is free and no authorization form is required.

Option 2:

If you are interested in a traditional checking account automatic monthly withdrawal that is managed by the City of Fargo, please complete the following steps:

1. Complete the authorization form below
2. Attach a voided check
3. Mail the authorization form and voided check to:

City of Fargo Water Department
P.O. Box 1066
Fargo, ND, 58107-1066

Once the enrollment is complete, your payment will be automatically withdrawn from your checking account on the due date listed on your utility bill. This service is free. ***It will take 45 to 60 days for auto pay to start after we receive your authorization form and voided check. The words "Auto Pay" will appear on your utility bill when it is in effect.***

(detach here)

AUTHORIZATION TO PAY MONTHLY FARGO UTILITY BILL (PLEASE PRINT AND ATTACH A VOIDED CHECK)

Name as shown on your account _____ Daytime phone _____

Service address _____

Name/address of bank or savings & loan _____

WRITE ONLY ONE

ACCOUNT NUMBER: Checking _____ **OR Savings** _____

I authorize the City of Fargo Water Department and the financial institution named above to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged. I can have an erroneous charge immediately credited to my account up to 15 days following issuance of my statement or 60 days after posting, whichever occurs first.

Signature _____ Date _____

If you are interested in receiving an electronic bill instead of a paper bill, please provide your Email address: _____