



# Automatic Payment Authorization Form

**Centennial Utilities**  
200 Civic Heights Circle  
Circle Pines, MN 55014  
(763) 784-6751  
[KBirch@ci.circle-pines.mn.us](mailto:KBirch@ci.circle-pines.mn.us)

## Customer Information

Name: \_\_\_\_\_ Utility Account # (if known): \_\_\_\_\_

Service Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_  Emailed statements  Paper statements

Month to start direct payments: \_\_\_\_\_ (usually charged on the 25<sup>th</sup> of each month)

### Option 1 – Credit Card

Visa  Mastercard  Discover

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_ CCV: \_\_\_\_\_

Name if different than above: \_\_\_\_\_

Card Billing Address if different than above: \_\_\_\_\_

### Option 2 – Bank Account

Bank Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

Routing/Transit Number: \_\_\_\_\_  Personal  Business

## Authorization Agreement

I authorize Centennial Utilities to initiate entries to my account named above on the 25<sup>th</sup> of each month. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford a reasonable opportunity to act on it. I will notify Centennial Utilities of any changes to my account.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed authorization form to Kerry Birch, Utility Billing Clerk.**

200 Civic Heights Circle, Circle Pines, MN 55014  
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### Want to manage your bill yourself online?

Centennial Utilities has partnered with Xpress Bill Pay ([www.xpressbillpay.com](http://www.xpressbillpay.com)) for online payment of utility bills. Our online bill payment option saves you time and gives you more flexibility in how you pay your bill. You can make one-time payments or sign up for auto pay. You can also save paper by signing up for paperless billing. Every month we'll send you an email to let you know when your bill is ready.

When you sign up for online bill payment you get a unique password that you use to access your personal account. Then, just log in and view your bill, which will look like the paper statement you're familiar with.

Questions about paying your bill online? Call Xpress Bill Pay at 1-800-766-2350 or email [support@xpressbillpay.com](mailto:support@xpressbillpay.com).

### xpress BILL PAY

#### Sign Up Today!

1. Go to: [www.xpressbillpay.com](http://www.xpressbillpay.com)
2. Select "New to Xpress Bill Pay"
3. Fill out the brief form
4. Pay your bill or setup auto pay