



CITY OF PINE RIVER



APPLICATION FOR MUNICIPAL WATER UTILITY SERVICE

Applicant/Owner's Last Name: _____ **First Name:** _____ **MI:** _____

***Driver's License #:** _____ **Home Phone:** _____

Business Name (if applicable): _____

Applicant's Residence/Business Address: _____

Property's PID #: _____

Billing Address (If different): _____

Cell Phone: _____ **Business Phone:** _____

Email Address: _____

** A Driver's License # is required to prevent identity theft in accordance to the federal Trade Commission's Red Flags Rule which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16C.F.R. Minn. Stat. § 681.2.*

It is hereby understood by Applicant/Owner that all water utility usage and subsequent billing is the responsibility of the Applicant/Owner, whether the Applicant/Owner, a renter or other person lives and resides in the residence; and

It is further hereby understood by Applicant/Owner that water utilities are billed on the first day of each month for the prior month's usage. Payment must be received by City Hall on or before the 20th day of each month. A late charge of **8% will be added to all past due amounts on the 21st day of each month. (****Such late charge is subject to change by City Ordinance at any time without notice.**); and

It is further hereby understood by the Applicant/Owner that a delinquent amount due for utility charges in excess of \$100.00 upon November 1st of each year will be subject to a certification to taxes proceedings, and will incur a \$40.00, non-refundable administrative fee; and

It is further hereby understood by the Applicant/Owner that, in the absence of payment of the bill rendered as provided for by M.S. § 444.075, Subd. 3e, as it may be amended from time to time, the City Clerk-Treasurer will certify to the County Auditor the amounts due for water, plus accrued late fees and interest, as well as the administrative fee left unpaid by December 31st of the same year, together with legal description of the premises served.; and

It is further hereby understood by the Applicant/Owner that payment in full of the amount certified to taxes may be made in full to City Hall until December 31st of the same year; and

It is further hereby understood by the Applicant/Owner that upon actual certification to taxes of a delinquent account by the Cass County Auditor on December 31st of the same year, a \$100 certification fee will be applied to the affected water account; and

It is further hereby understood by the Applicant/Owner that this certification will be made regardless of who lives and resides in the residence, whether Applicant/Owner, renter or other person. These charges are filed against the property; and

The undersigned Applicant/Owner certifies that the information supplied in this application is true & correct.

By signing this application, Applicant consents to all the rules, regulations, and rates contained in the ordinances of the City and to all modifications thereof, and to all new rules, regulations, and rates duly adopted. (Ord. 171, passed 2-12-2002)

Applicant/Owner Signature: _____ **Date:** _____



**200 Front Street North / PO Box 87
Pine River, MN 56474**

You can authorize the City to pay your water bill from your checking or savings account automatically!

How do I sign up? Complete and return the attached authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

How soon will the direct payment plan start? Payments will be deducted within 20 days **after** the first billing cycle your authorization has been received.

When will the payment be transferred from my checking or savings account? Payments will be transferred between the 15th & the 18th of each month. The City maintains the option to make the withdrawal up to 7 days before the due date depending on circumstances of City Hall.

How can I be sure my bill has been paid? Your bill will be marked "PD by Draft". Your monthly bank statement will clearly reflect the direct payment, or if you have on-line banking, you can also check the status on your statements there.

What if I change banks or accounts? Call City Hall at (218) 587-2440 to advise of the change & submit required documentation.

What if I want to cancel the direct payment authorization? You can cancel your authorization for direct payment at any time. Simply notify us by phone or in writing regarding the cancellation.

Please note: *NSF charges will be applied if money is not in the account on withdrawal date.* The City reserves the right to terminate direct payment at any time.

-----CUT HERE-----

City of Pine River Direct Payment Authorization

I (we) hereby authorize the City of Pine River to electronically debit my (our) account below for my (our) monthly water utility bill (and, if necessary, to electronically credit my (our) account to correct erroneous debits) before the 20th of each month, at the depository financial institution named below. I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

Name(s):	Water Bill Acct #:
Service Address:	Depository Name:
Depository Routing #:	Depository Acct #:

Type of account you want payment to be deducted from:

Checking (attach voided check)

 Savings (attach deposit slip)

I (we) understand that this authorization will remain in full force and effort until I (we) notify the City of Pine River by phone or in writing that I (we) wish to revoke this authorization. I (we) understand that the City of Pine River requires at least *1 week notice prior to the 15th of any month* in order to cancel this authorization.

Signature(s):

_____ **Date:** _____

Water Utility Billing by Email Authorization Form

Recently the City upgraded the water utility billing software. **This software offers customers the option to have their monthly water bill emailed to them rather than using USPS mail.**

If you do not need to receive a “hard copy” of your bill, and you wish to receive your water bill by email instead, please fill out the form below and return it to City Hall, or email: deputyclerk@cityofpineriver.org with your authorization.

Yes, please send my monthly water utility bill by email

Name: _____ Account #: _____

Home Phone #: _____ Cell #: _____

Email Address (print clearly): _____

Signature: _____ Date: _____
