CITY OF WINTHROP
APPLICATION FOR UTILITY SERVICE

PERSONAL INFORMATION

PRIMARY CONTACT'S

NAME: _____

SECONDARY CONTACT'S

NAME:_____

SERVICE ADDRESS:_____

MAILING ADDRESS (If different than service address)**:**_____

PRIMARY PHONE: _____

SECONDARY PHONE:_____

EMAIL: _____

SOCIAL SECURITY NUMBER*:_____

DRIVERS LICENSE: _____

Are you renting, or do you own the property? RENTING OWN

PREFERRED BILLING DELIVERY METHOD: MAIL EMAIL BOTH

SIGNATURE:_____ **DATE:**_____

CO-SIGNATURE:_____ **DATE:**_____

A co-signature is required if this is a rental unit.

Please read the information for utility customers on the reverse side of this application.

Winthrop Utility
305 N Main ST.
Winthrop, MN 55396
Email: cityclerk@winthropmn.gov
Phone: 507-647-5306

*In Minnesota, a customer is not required to provide a Social Security number to Winthrop Utilities in order to receive service. If a customer chooses not to provide a Social Security number, Minnesota Energy Resources will not deny service and that customer will be assigned an alternative identification number.

Revised May 2025

CITY OF WINTHROP INFORMATION FOR UTILITY CUSTOMERS

SETTING UP SERVICE

- Fill out a utility application form either online or in person at city hall: 305 N Main St. Online applications can be submitted to: cityclerk@winthropmn.gov.
- All utility customers need to fill out a utility application before services are connected. A deposit of $150.00 is due prior to hookup. Deposits will be credited to your account if you are successful at paying on time for all 12 months of the first year of service. If payments are not made on time for the first 12 months of service, **deposits will not be refunded.** If residents cancel service prior to the first 12 months and are in good standing with no late payments, deposits will be refunded.
- No utility service shall be provided to a customer owing a delinquent and unpaid utility balance on another account.

BILLING & PAYMENT INFORMATION

- There are 5 ways to pay your bill. (FOR YOUR ACCOUNT'S PROTECTION, UTILITY PAYMENTS CANNOT BE MADE OVER THE PHONE)
    1. Drop your bill off at the City Office: 305 N Main St.
    2. Drop your bill off in the drop box located in the parking lot at 305 N Main St.
    3. Pay online at https://winthropmn.ourcommunityconnect.com/,
    4. Setup automatic withdrawal from your checking account, which will deduct on the 15th of every month.
    5. By mailing your bill to: City of Winthrop, PO BOX Y, Winthrop, MN 55396.
- Utility bills are mailed on the 1st of the month and are due on the 15th of the month unless the 15th falls on a holiday or weekend. Then the bills are due on the next business day.
- Once your bill becomes delinquent (past the due date) an 5% charge will be added to the total amount due. Delinquent notices are mailed out after one month of being behind.
- **Utilities are DISCONNECTED after nonpayment**. Disconnection will occur the day after utility bills are due. **If you are disconnected, you must pay your overdue amount**. A $75 reconnect will be billed to residents after being disconnected.

UTILITY CONTACT INFORMATION

- By Email: cityclerk@winthropmn.gov
- By USPS: City of Winthrop. C/O Winthrop Utilities. PO BOX Y. Winthrop, MN 55396
- By Phone: 507-647-5306 ext 1
- Emergency Contact (After Hours) 507-647-5306 ext 2

Hours of Operation: Monday – Thursday: 7:30AM – 5:00PM
Friday: 8:00AM – 12:00PM

ADDITIONAL NEW RESIDENT INFORMATION

1. Gaylord Sanitation out of Gaylord, MN handles garbage pickup. Garbage is picked up every Thursday. Recycling is picked up for every other Thursday. Be sure to have your garbage out before 6am. To change the size of your garbage can, please contact City Hall. If you need excessive amounts of garbage picked up, contact Gaylord Sanitation at 507-237-5672.
2. Center Point Energy provides gas service to Winthrop. Their number is 1-800-245-2377.
3. The following are Video, Internet, Telephone Services:

   Winthrop Telephone & Internet: 507-647-5395
   RS Fiber: 1-800-628-1754
   Mediacom: 1-800-332-0245

ADDITIONAL LICENSES

1. Dogs must be registered. A dog tag costs $10/year. The City requires updated rabies vaccinations. **Every January, dog licenses must be renewed.**
2. ATV/Golf Carts if used on city streets MUST be registered. Contact City Hall. Proof of insurance is required.
3. Chickens are allowed in city limits; however, they must be permitted. Stop by city hall for more details and information.
4. Building Permits (remodels, windows, siding, deck, and sidewalk) are required for all building projects. Visit https://winthropmn.gov/building-permits/ for more information.

Automatic Payment Authorization Form (ACH Form)

Full Name: _____

Utility Account Number: _____

Name of Bank (Financial Institution): _____

Routing Transit Number: _____

Checking Account Number: _____

BY SIGNING THIS FORM, YOU AGREE THAT THE CITY OF WINTHROP CAN DEDUCT A PAYMENT AMOUNT EQUAL TO YOUR UTILITY BILL FROM YOUR CHECKING ACCOUNT ON THE 15TH OF EVERY MONTH, OR ON THE FOLLOWING WORKDAY IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY. YOU ALSO AGREE THAT IF ANY CHANGES NEED TO BE MADE TO YOUR PAYMENT YOU WILL INFORM THE CITY OF WINTHROP AT LEAST 1 WEEK PRIOR TO THE DATE OF PAYMENT.

Signature: _____ Date: _____

(THE SIGNATURE MUST BE THE INDIVIDUAL ON THE BANK ACCOUNT)