

Waconia Utility Billing Options



Utility Billing

At Waconia, we try our hardest to make paying your bill as easy as possible. Here are the options we have available. To enroll in ACH or VCH, go to Waconia.org, click on Utility Billing and visit the Payment Options Tab.



Virtual City Hall (VCH)

A 1-stop shop for online credit card payments & viewing current & past utility bills. Sign up for a login access at:

<https://vch.waconia.org/VCH/default.aspx>

Link to sign up in the "Contact Us" paragraph.

Other Payment Options

Bill Pay: This is a service that may be offered by your bank. You can set up the City of Waconia as a payee and submit electronic payments online. Make sure to enter the entire account number when setting this up.

In Person: Pay at the City Hall front desk. Business hours are Monday through Friday from 8 a.m. to 4:30 p.m. Except on documented holidays. We accept cash, check, money order, or credit card payments (Visa, MasterCard, Discover, and American Express).

Drop Box: Residents have the ability to drop off their utility bill payments at any time day or night in one of two utility bill drop boxes at City Hall. One of them is located directly in front of the main parking for City Hall off of the sidewalk. The other is mounted inside the City Hall front doors within the vestibule.



Waconia City Hall
201 Vine Street South
Waconia, MN 55387
M-F 8:00am—4:30pm

Main Line (952) 442-2184
Utility Billing Line (952) 442-3107
utilitybill@waconia.org
www.waconia.org



Direct Payment (ACH)

Your bill can be paid automatically by enrolling in our Direct Payment option! Your monthly bill will be automatically withdrawn from your checking account on the due date each month.

To apply for Direct Payment or to change your current Direct Payment information, please fill out the Authorization for Direct Payment Form on www.waconia.org. The completed form & a voided check from the intended bank account needs to be submitted to City Hall. If you do not have a voided check, please contact your bank to request alternative documentation. Any changes to Direct Payment need to be requested 3 business days prior to the due date.

