



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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www.villageofglencoe.org

Automated Utility Bill Payment Authorization Form

This is a fillable PDF form. You may complete the form electronically, print and mail, or deliver the form with your voided check to the department listed at the end of this form.

The automated bill payment program is designed to allow you to pay your utility bill (water & sewer) through your banking institution. Several benefits of the program are:

- The elimination of the preparation of a check;
- No need for postage or drop-off of payment;
- Utility bill will be paid on due date, no chance of late charges.

This authorization form allows your banking institution to transfer the amount of your utility bill to the Village on the normal due date. You will still receive a copy of your utility bill as a statement, but it is for record keeping purposes only. *For the automatic payments to begin, the Finance Department must receive a copy of a voided check associated with the bank account listed in Section B (deposit slips are not sufficient). Please submit a voided check with your completed form.*

Section A: General Information

Name: _____ Home Phone: _____

Service Address: _____ Cell Phone: _____

E-mail: _____

Utility Account Number: _____

Section B: Bank Information

I (we) do hereby authorize the Village of Glencoe, hereafter called the Village, to initiate debit entries to my (our) account indicated below and the Depository named below, hereafter called Depository, to debit the same to such account.

Bank (Depository) Name: _____

Account Number: _____ ABA Number: _____

Section C: Other Terms and Conditions

Pre-Notice and Automatic Payment Commencement

Upon approval of this application, you should make arrangements to provide adequate funding on account to pay for a typical utility bill. Within 30 days, your account will be pre-noted with a \$0 transaction as a test. Upon successful completion of the test, your automatic payment service will be operational and your required payment will be taken from the account you designated on the due date of your next bill.

Record of Payment

Your bank statement will indicate the amount and date of your automatic payment. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your payment or the amount differs from your bill, you must notify us and your financial institution within sixty (60) days of the date of the questioned statement. Your financial institution will advise you of rights concerning the error.

Availability of Funds

You are responsible for having sufficient money in the account you designated on the payment due date. You are responsible for any fees associated with non-sufficient funds. Automatic payment authorization may be cancelled if two payments are returned in a 12-month period.

Payment Date

Funds will be taken from the designated account on the due date listed on the statement you receive. Payment due dates may vary from billing quarter to billing quarter. Please note the specific date on each and every bill received.

Termination

Your services will remain active and in effect unless the Village receives 30 days written notice of cancellation in advance of the upcoming billing cycle. Every effort will be made to honor requests. In any event, upon written request automatic payment service will be cancelled as soon as possible.

Account/Address Change

Notify the Village of any account or billing address changes as soon as possible for uninterrupted billing.

Section D: Acknowledgement and Signature

This authority is to remain in full force and effect until the Village and Depository has received written notification from me (or either of us) of its termination in such time and in such manner as to provide the Village and Depository sufficient time to discontinue the program. Further, I (we) have read and agree with all other terms and conditions on the associated with this program.

Signature: _____ Date: _____

Please mail or deliver this form with any supporting material to:

Finance Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4113 | Fax: (847) 835-9880 | E-mail: info@villageofglencoe.org