



## AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENT OF UTILITY BILLS

Dear Resident:

We are pleased to introduce the Village's new automated utility bill payment program.

The automated bill payment program is designed to allow you to pay your utility bill (water, sewer, rubbish, recycling, SWANCC) 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 is how the program works. At the bottom of this notice is an authorization form that 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.

Should you desire to participate in this program, please complete the authorization agreement below and return the form to the Department of Finance. **Please provide void check (not deposit slips).**

Name:	Phone #:
Service Address:	
Account Number:	

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 #:	ABA #

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.

Date	Signature

FOR VILLAGE USE ONLY

Received By:	Date:
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## 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 enough 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.

### **Contact Information**

Return completed forms to the following address:

Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022  
Attention: Utility Billing

Forms can be faxed to (847) 835-9880, can be mailed or dropped off at postage-free drop boxes located at the Glencoe Train Station or on Village Court.

### **Questions or Comments**

Contact the Utility Billing Coordinator or the Director of Finance at (847) 835-4113.