

10 N. Water Street
847-742-5780
847-742-6908

Village of South Elgin
Administrative Services Department

Hours of Operation
Monday - Friday
8:30 am - 5:00 pm

www.southelgin.com

AUTOMATIC UTILITY BILL PAYMENT PROGRAM
AUTHORIZATION FORM

The automated bill payment program is designed to allow you to pay your utility bill (water, sewer, garbage) through your banking institution. Benefits of the program are: no checks, no stamps, no phone calls, no payment scheduling and no late fees.

This authorization form allows your bank 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 automatic payment to begin, the Administrative Services Department must receive a copy of a voided check associated with the bank account listed in Section B.

SECTION A: General Information

Name: _____ Home Phone: _____

Service Address: _____ Cell Phone: _____

E-mail: _____

Utility Account Number: _____

SECTION B: Bank Information

I do hereby authorize the Village of South Elgin to initiate debit entries to my account indicated below and the Bank named below, to debit the same to such account.

Bank Name: _____

Account Number: _____ Routing Number: _____

SECTION C: Terms and Conditions

Pre-Notice and Automatic Payment Participation: Please continue to pay your utility bill until you see the words "Your bill will be paid by bank draft" printed on your bill.

Record of Payment: Your bank statement will indicate the amount and date of your automatic payment. Retain statements as proof of payment for future reference regarding your account. If a question arises regarding your payment or the amount differs from your bill, you must notify the Village and your bank within sixty (60) days of the date of the questioned statement. Your bank will advise you of rights concerning an 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 Due Date: Funds will be taken from the designated account by the due date listed on the statement you receive (typically between the 22nd and 25th of each month).

Termination: Your services will remain active and in effect unless the Village receives 30 days written notice in advance of the upcoming billing cycle. Every effort will be made to honor your termination request.

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 bank has received written notification from me of its termination in such time and in such manner as to provide the Village and bank sufficient time to discontinue the program. Further, I have read and agree with all other terms and conditions associated with this program.

Signature: _____ Date: _____

Please email or deliver this form with all supporting documents to:
Administrative Services Department
Village of South Elgin
10 N. Water Street
South Elgin, IL 60177
Email:

<u>For Office Use Only</u>	
Date Received: _____	Received by: _____