



VILLAGE OF BANNOCKBURN
AUTOMATIC BANK PAYMENT AGREEMENT AUTHORIZATION – UTILITY ACCOUNT

FINANCIAL INSTITUTION NAME: _____

BANK ACCOUNT NUMBER: _____

BANK ROUTING NUMBER: _____

ACCOUNT HOLDER NAME(S) AS APPEARS ON BANK ACCOUNT: _____

TYPE OF ACCOUNT (CIRCLE ONE) SAVINGS

 PERSONAL CHECKING CORPORATE CHECKING

I (we) authorize the Village of Bannockburn and the financial institution listed above to transfer (debit) money from my (our) checking or savings account and remit payment for my (our) Water and Sewer bill. This will take effect on the **next** billing. I (we) understand that I (we) still need to remit payment for any current bills due to the Village.

As signer(s) of the above referenced account, I (we) certify that I (we) are authorized to create such account, I (we) have read the terms of this authorization and agree to the terms. This authorization will remain in full force and effect until the Village of Bannockburn has received notification from me (or either of us) of termination in such time and in such manner as to allow the Village and my financial institution a reasonable opportunity to act on it.

Signature for Authorization

Date

Signature for Authorization

Date

Customer name(s) (as appears on utility bill)

BANNOCKBURN, IL 60015

Service Address (property where utility services are occurring)

Water account number

Daytime Phone Number

Email

For a checking account, please attach a voided check; for a savings account, please attach a deposit slip.

Mail or Drop in Slot: Village of Bannockburn
 Attn: Water Billing
 2275 Telegraph Road
 Bannockburn, IL 60015



**TERMS AND CONDITIONS FOR
AUTOMATIC BANK PAYMENT AGREEMENT AUTHORIZATION**

[KEEP THIS PAGE FOR YOUR FILES/REFERENCE]

Automatic Payment Commencement

Your automatic payment service will be operational and your required payment will be automatically taken from the account you designated on the **due date** of your next bill. Your bill will indicate *Auto Pay* on the payment stub when activated.

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 issuance 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 which result in fees being assessed to the Village. Automatic payment authorization may be cancelled by the Village 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 utility bill you receive. Payment due dates may vary from billing quarter to billing quarter. Please note the specific date on each and every bill received. The automatic payment will take effect on your **next** Water & Sewer bill. If you have a current water & sewer bill please remit your payment by the due date.

Termination

Your automatic payment 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.

Contact Information

Return completed forms to the following address:

Village of Bannockburn
Attn: Water Billing
2275 Telegraph Road
Bannockburn, IL 60015

Forms can also be dropped off at the Village Hall Administrative offices during normal business hours or dropped in the mail slot in a sealed envelope and staff will process the request.

If you have any questions, please call (847) 945-6080 and ask to talk to a representative from the Water Billing Department.